

Prafull Pandurang Chinkate

prafull.chinkate.20@gmail.com

Contact No. 9029632425

Career Objective:

- ☐ To seek challenging career in professionally managed concern where there is scope for improvement and growth and get opportunity to utilize my skills and knowledge gained.

Work Knowledge and Responsibilities:

- Working at Rajesh R. Shah & Co. (Chartered Accountants) as Accountant Assistant from August-18 to September-21.
- Working at Cambridge clothing Readymade as Account Assistant from October 21 to Sep-22.
- GAMK and Associate Ltd (chartered Accountants) As Accounts Executive Form Oct-22 to Till Date

❖ Working Information:

➤ Working Experience & Responsibilities :-

- ✓ Handling day-to-day accounting and other matters.
- ✓ Accounting Entries Done in Tally - Journal, Contra, Payment, Receipts, Purchase & Sales, Bank Reconciliation, Etc.
- ✓ Reconciliation of GSTR-2A & GSTR-2B.
- ✓ Performed Audit (Vouching, Bank Reconciliation, etc.)
- ✓ GSTR-1 Working – Sale & Purchase (B2B, B2C, B2cs)
- ✓ GSTR-3B Working Monthly & Quarterly Return Filed
- ✓ TDS Working Monthly & Quarterly Return Filed
- ✓ Monthly Sales Report.
- ✓ Bank entries bank reconciliation.

➤ Computer Knowledge :-

- MS-Office (MS-Excel, MS-Word, Microsoft PowerPoint)
- Tally ERP 9 & Tally 9 Prime
- GST – Clear Tax.Basic
- Spine Software
- Spectrum.- Income Tax Return
- I-Tax
- SAP – Data Entry

Educational Details

Sr. No	Qualification	College / Institution	Board / University	Year
1.	Bachelor of Commerce	Mat K. M. Patel College	Mumbai University	2018
2.	H.S.C.	D. V. V. Jr. College	Maharashtra Board	2015
3.	S.S.C.	S. M. G High School	Maharashtra Board	2013

Personal Details:

Name : Prafull Pandurang Chinkate
Father's Name : Pandurang Y. Chinkate
Date of Birth : 20th June, 1997
Gender : Male
Marital Status : Unmarried
Languages Known : English, Hindi and Marathi.
Nationality : Indian
Address : Room No. 10/1, Shri Krishna Society, B.R Nagar,
Datiwali Road, Diva (E), Thane - 400612.
Contact : +91 9029632425
Hobbies : Travelling, Trekking

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Place: Thane

Date:

Prafull P. Chinkate