

JUNIOR ACCOUNTANT / BACKOFFICE EXECUTIVE



Prat.gupt888@gmail.com



Andheri West, Mumbai



9769380798

PROFILE

I am a accounting professional with demonstrated experience in general accounting reporting, analysis, and management.

EDUCATION

2018 *M.Com*

SNDT MUMBAI

PERSONALITY TRAITS

Hobbies	Listening music, Traveling, Net surfing
Qualities	Disciplined, Honest & Smart Working
Strengths	Flexible by nature, Positive Attitude, Hard working & Self Confident

LANGUAGES

English

Hindi

EXPERIENCE

2017 - 2018 *Trainee*

NK ELECTRICALS, ANDHERI WEST

Role: work in tally erp9 and tally prime like product manufacturing, point of sale invoice, bill wise accounting and bank reconciliation

2018 - 2019 *Trainee*

KOOKDA ASSOCIATES, ANDHERI EAST

Role: payroll in tally prime, TDS, TCS, job costing, GST and bank reconciliation

2021 - 2023 *Backoffice Executive cum Junior Accountant*

MARIYAM SHIPPING CORPORATION, ANDHERI WEST

Role: work in excel -all basic formula calculation, stock maintain, bonus calculation, payroll, Vlookup and Hlookup, salary sheet, FV formula and calculate age from date

Maintaining purchase , sales and stock register and updating the same in tally

Updating expenses invoices, payment and receipt entries in tally

Performing online transaction and preparing cheque after approval of signing authority

Maintaining reimbursement of expenses, handling cash balance

Preparing receivable sheet and following up for the payment with clients

Maintaining weekly cash flow statement and bank status

Handling statutory working and payment of the following

TDS, GST, Profession tax and also handled scrutiny and due diligence of the company

S K I L L S

- Working knowledge of MS Office, Excel (with Formula)
- Accounting in Tally ERP 9
- Goods and Services Tax (GST)
- 100 hours of CTC Certificate from ICAI
- Excel works- basic Formula of sum, percentage and IF
- stock maintain, prepare Payroll
- Vlookup and Hlookup
- salary sheet, FV formula in excel
- PMT, IPMT and PPMT
- working knowledge of tally erp 9 and tally prime- Maintaining purchase, sales and stock register
- Updating expenses invoices, payment and receipt entries in tally
- Weekly cash flow statement and bank status
- Tax deducted at source (TDS)
- Sale invoice and purchase invoice
- Account Receivable and Account Payables