

PRACHI SHAH

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OBJECTIVE

- To be an integral part of the growth oriented organisation and work in challenging and dynamic environment.
- To contribute to the development of the organisation which I represent and serve while concurrently upgrading my skills and knowledge.

EDUCATIONAL CREDENTIALS

- SSC (March 2009)
- HSC (March 2011)
- TY. BAF. (March 2014)
- M. COM. PART 1 (May 2017)
- M. COM. PART 2 (May 2018)

WORK EXPERIENCE

- Ajay Mehta & Co. Chartered Accountant (4 Month)

Job Title : Junoir Accountant

Role : Checking of vouchers , receipts, bank statement under excel.

- Velani Oil Industry/Maharashtra oil depot (1 year 6 month)

Job Title: Accountant

Role : Checking of Vouchers, Receipts, Purchase and Sales entry
in Tally, Bank Statement in Tally, Bank Re conciliation
Statement, Maintaining all file and proper records, Office
and Administration work.

- Om Enterprise (November 2017 to March 2019)

Job Title: Accountant

Role : Checking of vouchers , receipts , Purchase and sales entry under Tally, Bank statement under tally , bank Reconciliation statement ,
Maintaining all file and proper records, Office and Administration work, preparing of challan.

❖ **Hi Tech Aircon**

Job Title: Accountant (March 2019 to November 2020)

Role:. GST Data Prepration , Purchase Bills , Sales Bills , Bank statement , Petty cash , Debtors and Creditors List , Checking of Vouchers , Receipts ,Purchase and Sales entry under tally, Bank statement under tally , Bank Reconciliation statement, Preparing of challan , Maintaining all file and proper records , Office and administration work.

❖ **1-Up Clothing Co**

Job Title: Accounts Department (December'21 to Till Date)

Role:. Purchase and Sales Invoice Entry in Tally, Entries to be Made in Software ,Bank Reconciliation , Making stock statement, TDS Working, GSTR3B needs to be compare with GSTR2B.

Computer Proficiency

- Tally.
- Microsoft Office.

PERSONAL VITAE

- **Date of Birth** : 04th October, 1994
- **Residential Add.** : 101, B/18, Anand Nagar, Dahisar (E), Mumbai – 400 068
- **Languages Known** :English ,Hindi & Gujarati.