

PRAJAKTA ANKUSH PATKAR

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ADD: 80/32 Parnakuti saisiddhi society meghwadi jogeshwari east. landmark: hema industry.

CAREER OBJECTIVES

Seeking a job to utilize my skills and abilities for the development of organizational and professional growth of my career. A dedicated worker aiming to help achieve company goals and take on my responsibility as quickly as possible.

WORK EXPERIENCE – Overall Experience in Accounts 5 years

Currently Working With Abhi-Shiv Ritter Pvt. Ltd. As Senior Accounts Executive (Ecommerce-Website: www.silkayra.com) (Software Tally ERP-9) From March 2021 to April 2022

- Making entries for Purchases, Sales and expenses as well as payment.
- Handling Inventories.
- Preparing Gst Working, TDS working, TDS payments, Tcs Working.
- Making Statutory Payments.
- Coordinating with CA for any other query.
- Handling Petty cash.
- Coordinating with bank for any other work.
- Bank Reconciliation & Vendor Reconciliation.
- Filing.
- Preparing Draft of Agreement.
- Solving queries for finalization of accounts.
- Direct contact with CA for other queries ROC filing, DSC attachment etc.

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Worked with HTL Aircon Pvt. Ltd. As a Accountant (Software Tally ERP-9) from dated 1st Dec, 2019 to 6th Aug, 2020. (9 months)

- Making entries for Purchases, Sales and expenses as well as payment.
- Making Inter Branch Entries.
- Preparing Branch wise O/s Report Monthly Basis.
- Preparing branch wise Weekly payment report.
- Checking Day book, checking entries on daily basis and rectify it at same time.
- Vendor Reconciliation.
- Coordination with client for purchase bills.
- Maintaining files.

Worked With Dhanesh Weaving Pvt. Ltd. (Manufacturing Of Fabrics) As a Accountant (Software: Tally ERP-9) From dated 31st Dec, 2018 to 30th Nov, 2019 (1 year)

- Handling day to day accounting operation.
- Making entries for Purchases, Sales and expenses as well as payment.
- Inventory Analysis like Inward, outward, Godown, stock.
- Working of Gstr-1 and Gstr-3B and Return filed, Gstr-2A reconciliation.
- Statutory work.
- Outstanding Report.
- E-way bill. • Maintaining record related to accounts and File all document.

Worked with Navkar Logistics Pvt. Ltd. (custom clearing services) as a accountant. (Software: Logsys /Tally) From dated 1st Jan, 2017 to 30th Nov, 2018 (2 Years)

- Handling day to day accounting operation.
- Making entries for receipt, payment, cash, bank, sale, purchase, petty cash.
- Payment to the creditors.
- Making cheques.
- Payment to the vendors.
- Making staff salary as well as salary slip.
- Preparing vouchers, invoices.
- Outstanding report.
- Follow up from debtors.
- Bank reconciliation.
- Bank operation i.e. making DD, RTGS, NEFT, stop payments etc.

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Worked with Dorupo Financial Services Pvt Ltd. (Computer assistant & Process Executive) from April, 2015 to 31st Dec, 2016. (Banking software)

- Handling Loan process. Product: Standards chartered bank, ICICI bank, Fullerton, Capital first.
- Investigation the profile of customer.
- Checking the KYC of customer.
- Making report as per provided information and send it to the client.
- Collecting the overall information according to the loan amount.
- Reporting to the manager.
- Day to day updating the Excel with the information and send it to the client at the end of the day.

EDUCATIONAL QUALIFICATION

Appeared for Cost management accounting (CMA/ICWAI) Final examination group 3 and group 4.

- Passed CMA Inter Examination from Institute of Cost Accountant in Aug 2019.
- Passed B.com (A&F) semester VI examination with 75% (A grade) from Tolani College of commerce (Mumbai University) in April 2017.
- Passed B.com (A&F) semester V examination with 70% (A grade) from Tolani College of commerce (Mumbai University) in November 2016.
- Passed HSC examination with 72% from Tolani College of commerce (Maharashtra state board) in February 2014.
- Passed SSC examination with 74.36% from Shramik Vidyalaya School (Maharashtra state board) in March 2012.

LANGUAGE PROFICIENCY:

- Written/ Spoken: English, Marathi, Hindi

TECHNICAL KNOWLEDGE

- Basic Knowledge of MS Office
- Basic Knowledge of Excel
- Typing: Marathi & English (Speed 30)
- Basic knowledge of tally ERP 9

PERSONAL SKILLS

- Ability to work well in both individual as well as team environment
- Enthusiastic and Quick learner
- Sincere and committed to work

OTHER ACHIEVEMENTS

- Got 1st prize in handwriting competition
- Got prize for essay writing competition
- Prize for Handicraft competition
- Prize for dodge ball as a best player.

EXTRA CURRICULAR

- Participated in various Intercollegiate Dance competition.
- Certificate in Disaster Management.
- Have been a member of Rotract club and cultural association.
- Have been a Vice Chairperson of “Sanskriti Event” in Tolani college of commerce.
- Making a Explosion Gift box and sell it as per order.

PERSONAL DETAILS

Date of Birth : 23rd September, 1996

Gender : Female

Nationality : Indian

Language known : English, Marathi, Hindi

Hobbies : Drawing, Dancing, Making gift box, listening music.

DECLARATION:

I hereby declare that details furnished above are true & correct to the best of my knowledge. Thank You.

Date & Place: (PRAJAKTA PATKAR)