

PRIYANKA JHA

Contact Details

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Personal Details

Gender : Female
Status : Single
Language: English, Hindi, Gujarati
Date of Birth : 06th May 1988

Education

- ❖ MBA(Finance) from Sikkim Manipal U
- ❖ Aptech Computer Education in 2009
- ❖ B.COM from M.S. University of Bar
- ❖ H.S.C from V.M English Meduim Sc
- ❖ S.S.C from Saraswati Vidiya Mandir

Professional Summary

Professional Accountant with 5 years of accounting experience capable of handling accounting operations, financial reporting, auditing and taxation, seeking to leverage my accounting expertise and in-depth experience at your company.

Work Experience

Account Executive **June 2022 to January'23**
Kanan International Pvt.Ltd

- Complying with all company, local, state, and federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data.
- Presenting data to managers. Maintaining accurate financial records. Performing audits and resolving discrepancies.
- Computing taxes. Keeping informed about current legislation relating to finance and accounting.
- Assisting management in the decision making process by preparing budgets and financial forecasts.
- Purchase All Internal Audit
- Petty Cash Entries Or Verifying all Invoices in other Branches
- Working on GSTR2A & 2B Process or follow up the client.
- Maintain TDS & GST Sheet
- Maintain Credit card Statement in Tally.
- Ledger Scrutiny of all Vendors

Certification & Projects

“Customer Satisfaction towards credit card facility” At Kotak Mahindra Bank”.

Technical Skills

- ❖ Accounting
- ❖ Financial Reporting
- ❖ Processing Payroll
- ❖ Analytical Ability
- ❖ Tenders Management
- ❖ Detailed Oriented
- ❖ Collaboration
- ❖ MS Office
- ❖ Tally ERP
- ❖ Quick book
- ❖ SAP
- ❖ V-Lookup & Pivot Table
- ❖ Basic Accounting Skills & Good In Filling Documents

Account Analyst Accountancy Solutions

November 2021 March 2022

- VAT & Year End work.
- Preparing Bank Statement & Reconciliation
- Purchase Entries in Sage.
- Preparing Profit & Loss Account
- Preparing Balance Sheet.

Sr. Accountant,

December -2019 October -2021

MANANT ELCHEM CORPORATION VADODARA, GUJARAT, INDIA

- Maintain Bank Statement In Quick book.
- Preparing Export & Import Report
- Preparing Export & Import Invoices & Other Related Document.
- Preparing U.S Invoices.
- Preparing Cash-flow Statement
- Preparing Purchase Order
- Maintain all US Purchase Order Summaries.
- Preparing Performa Invoices
- Preparing Bank Related Payment document.
- Maintain All Sales, Purchase Bills, Fright bills & PO entries in QB.
- Review Invoices for appropriate documentation prior to payment.
- Preparing Customer Income Report Monthly.
- Preparing Account Payable Report Weekly
- Preparing Unpaid Bills Report
- Payment follow-up to the U.S Customers
- Prepare Bank reconciliation statement weekly
- Preparing Debit Notes
- Preparing Bank Related Payment document
- Maintain all Books of account in QB.
- Preparing E-Way Bills System.
- Payment follow-up to the customer
- Sound knowledge of TDS and GST application for vendor
- Invoice Booking.
- Sound knowledge of GSTR1, GSTR3B & GSTR2A
- Prepare and review various financial reports requested by Senior Manager.

Functional Skills

- ❖ Reliable and responsible
- ❖ Convincing skills with logical mind
- ❖ Ability to communicate well
- ❖ Self-Confidence and great patience
- ❖ Willingness to learn
- ❖ Client relation & Problem solving
- ❖ Research skill
- ❖ Team Worker

Hobbies

- ❖ Surfing Internet
- ❖ Watching News
- ❖ Reading
- ❖ Listening Music

Accountant

November 2018 to November 2019

AFFILATEVIA ONLINE MEDIA PVT LTD VADODARA, GUJARAT, INDIA

- Maintain Bank Statement Entries In Quick book.
- Maintain Bank Reconciliation every Month
- Preparing GST Invoices
- Preparation In GSTR1 & GST3B Report.
- Maintain GSTR 2A Report.
- Preparation of Monthly TDS Sheet / Report.
- Quarterly TDS follow-up .
- Comparison with 26 AS with our Report
- Maintain Monthly Levy Sheet/ Report
- Necessary ledger Creation and Alteration when needed in
- Co-ordination with senior.
- Maintain all Mails
- Payment follow-up to the customer
- Vendors & Customers Ledger Reconciliation Statement.
- Preparing Consolidated Balance sheet.
- Assisting in GST Audit work
- Preparing Professional Tax Calculation Sheet
- Preparing Trial Balance.
- Preparing Monthly Salary Sheet.
- Maintain Bank reconciliation statement every month.
- Maintain vendor reconciliation statement every month.
- Participating in audit Work
- Having basic accounting skills & Good in filling documents
- Managing petty cash transactions
- Maintain GST & TDS Report

THEME LOGISTICS & MANAGEMENT PVT LTD VADODARA, GUJARAT, INDIA

- Daily accountant work, Inward outward entries.
- Payment follow-up. to the customer.
- Maintain Bills in Sap Software & Tally.
- Maintain Cash Book & Bank Book
- Maintain Bank reconciliation statement every month.
- Maintain vendor reconciliation statement every month.
- Assisting in audit Work
- Prepare and submission of documents before tax authority for on going tax assessments, scrutiny, refunds and registrations process
- Preparing financial statements like balance sheet, profit & loss account, notes of accounts, cash flow.
- Draft partnership deed, gift deed, certificates, and other legal document.
- Supervising junior members of staff and trainee accountants
- Maintained confidentiality of bank records and client information.
- Having basic accounting skills & Good in filling documents.
- Managing petty cash transactions.
- Maintain GSTR 1 & TDS Report