

**Name: Kajal Prajapati**

**Contact No:** 6355891993

**Email\_Id:** [kajalprajapati206@gmail.com](mailto:kajalprajapati206@gmail.com)

**Address:** 68, Bansri Exotica, Opp. L&T Knowledge

City, B/H. Tulsi Aangan Heights

Waghodiya Ring Road, Vadodara- 390019



## PROFESSIONAL SUMMARY

- Extensive experience in **Accounts / Back Office Executive** and having knowledge of billing, purchase entry, sales entry, receipt entry, and other accounting and documentation related work.
- An expert Accountant Cum Cashier proven expertise in day to day accounting transaction, finalizing profit and lost, Handling cash, DMS software, and other documentation work related to back office.
- Provided friendly and attentive response to customer queries and issues.

## TECHNICAL SKILLS

- Expert in basic computer (Word, Excel and Power Point).
- Internet Surfing.
- DMS Software
- Tally Prime with GST

## EXPERIENCE

Designation	Organization	Date of Joining	End Date	Duration
Accountant Cum Cashier / SME	RSA Automotive	1 <sup>st</sup> April, 2014	30 <sup>th</sup> June, 2021	7.2 year

## ROLES AND RESPONSIBILITIES

- Providing clerical and administrative support to staff including filing, reporting etc.
- Petty cash handling.
- Confidential record keeping.
- Preparing payment advice.
- Prepared PO for purchase items.
- Accounting of day to day transaction in DMS.
- Sales & Purchase entry in DMS.
- Coordination with customers for payment and receipts follow-up.
- Daily physical stock taken & weekly MIS report taken.
- Monthly stock report preparing.
- Attend to customers queries and concerns and provide relevant information.

- Closing day cash in and out flows and maintaining all related bank accounts etc.
- Confidential record keeping.

## PERSONAL QUALITIES

- Excellent interpersonal and communication skills.
- Ability to work closely with other members.
- Efficient in communicating well in writing and verbal.
- Able to motivate and negotiate with the people.
- Account receivable professional.
- Strong communication skill.
- Expert in customer relation.
- Energetic work and positive attitude.

## QUALIFICATION

Examination Passed	Year of Passing	University / School	Percentage
M.Com (Accounting & Finance)	2023	Shri Govind Guru University, Godhra.	
B.Com (Accounting & Finance)	2013	M.S University, Vadodara.	47%
H.S.C	2010	Nutan Vidhyalaya	64%
S.S.C	2008	Nutan Vidhyalaya	57%

## PERSONAL DETAILS

- **Father's Name** :- Somabhai Prajapati
- **Permanent Address** :- 19, Sudamapuri Society, Near jay shree park, New sama road, Vadodara 390024.
- **Date of Birth** :- 20<sup>th</sup> June, 1993
- **Gender** :- Female
- **Language Known** :- English, Hindi, Gujarati
- **Marital Status** :- Married
- **Nationality/Religion** :- Indian
- **Interest & Hobbies** :- Listening Music, Playing Games, Dance, Travelling

## DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

**Place:** Vadodara  
**Date:**

**Kajal Prajapati**  
**(Signature)**