

**PRAFUL RAJESH PA PAWAR**

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Address: - 298, Swami Suryanarayan Nagar, Near Tulsidham Crossing, Manjalpur Vadodara-390011

### **CAREER OBJECTIVES :-**

To build a long-term career in Accountancy and to improve my leadership skill and also interested to work with big corporation.

To bring my in-depth knowledge of accounting, taxation, financial management and strategic planning to a highly motivated team and contribute to their growth and success.

### **Work Experience:**

- More Than Four years and Six Month of professional experience in Account field.

### **Responsibilities:**

#### **❖ Accounting Operational Activities:**

- Posting entry of Purchase/Sales Bill in Tally Prime and Tally ERP 9
- Posting entry of Transporter bills, Journal and Cash Vouchers, Sales and Payments etc.
- To look after day to day accounting
- Process of purchase / service bills as per PO and contract with vendor
- Prepare Bank reconciliation
- Maintain billing records like Customer orders, Bills & delivery challans etc. .
- Prepare Sales Invoice, Credit note, Debit note
- Maintain Factory Petty Cash and all expense vouchers
- E-Way bill

### **Previous Positions:**

- (I) Worked with Mahendra Mali Accounting Consultant , Vadodara (April 2018 to May 2019) as Account Assistant .

#### **Responsibilities:**

- Bank Reconciliation
- Cash Voucher entry
- Journal Voucher
- Receipt and payment entry in tally ERP 9
- Monthly Debtors Outstanding Report
- Sales and Purchase entry In ERP 9
- E-Way Bill

(II) RUBEXCO Pvt. Ltd at Vadodara (Jun 2019 to Dec 2022) as Account Assistant.

**Responsibilities:**

- Bank Reconciliation
- TDS Working and GST working GSTR-1 Uploading
- Bank Statement & Fund Flow Statement
- Commission Invoice
- Interest Debit note
- Cash Voucher
- Debtors Outstanding report
- Preparation of Customer Chq & printing
- LC Preparing, LC Regarding Documentation and LC Discounting
- Preparation Salary working

(III) Parson Adhesives India Pvt Ltd at Vadodara (January 2023 to Till Date) as Account Assistant

**Responsibilities:**

- Bank Reconciliation
- TDS Working and GST-3B Working and GSTR-1 file
- Bank Statement & Fund Flow Statement
- Sales Invoice on Purchase Order
- Purchase Invoice Entry in Tally
- Cash Voucher
- Debtors Outstanding report
- Preparation of Customer Chq & printing

**Educational Qualification:**

- 1) Master of Commerce in Finance & Account, 2018, S.P. University - Anand, Gujarat With 65%
- 2) Bachelor of Commerce 2016, M.S. University of Baroda, Vadodara, Gujarat With 51%
- 3) HSC in Commerce 2012 GHSEB, Gandhinagar with 57 %
- 4) SSC in GSEB, Gandinagr with 59%

### Computer Knowledge:

- Tally ERP 9 and Tally Prime (Account Software), GST
- Microsoft Office, Excel, Microsoft World

### Personal Details:

Date of Birth : 8<sup>th</sup> Jun, 1995  
Permanent Address : 298, Swami Suryanarayn Nagar, Tulsi dham CharRasta,  
Manjalpur, Vadodara - 390012 Gujarat  
Marital Status : Unmarried  
Language Known : English, Hindi and Gujarati  
Hobbies : Reading and Music

### Declaration:-

I, Praful Rajesh Pawar, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

I will be working with open minded and full respect to the people as well as co-ordination and co-operation will be extended to colleagues and superiors, I hope you will find the information above in order to judge my potential.

[ Praful Pawar]

Thank you,

Date:

Place: Vadodara

