



Harshita Prajapati

ACCOUNTANT

ABOUT

A person having interest knowledge and experience in the field of Accounts, Audit, TDS, IT Returns and many more

CONTACT

+91 9925445891

harshim07999@gmail.com

B-40, Ramdev Nagar Society,
Waghodiya Road, Vadodara –
390019

EXPERTISE

Accountability	★★★★★
Tally ERP 9	★★★★★
Problem Solving	★★★★★
Creativity	★★★★★
Leadership	★★★★★
Communication	★★★★★

RESUME

WORK EXPERIENCE

● VCA & Associates (CHARTERED ACCOUNTANTS)

June -2021 till Present

Senior Accountant

- Handling TDS
- Filing IT Returns
- Office Administration
- Stay up to date on state and local tax laws

● Accounting Finalizing & GST Return Prepare

M/s. Pandya & Vaidya (FCA)

2020-2021

Account Assistant

- Maintain Book of Accounts in Tally Software.
Preparation of Income Tax Returns, E filling under the guidance of CA.
Preparation of Excel Sheet regarding Income Tax,
- TDS, GST.
Audit & Clerical work

EDUCATION

● The Maharaja Sayajirao University of Baroda 2021 -2023

M.Com

I have successfully completed Master of
Commerce Specialization in Banking &
Insurance

● The Maharaja Sayajirao University of Baroda 2020-2021

P.G Diploma

I have successfully completed my Post Graduation
in Diploma in Banking

● The Maharaja Sayajirao University of Baroda 2017-2020

B.Com

I have done my graduation with Specialization in
Account & Finance