

PALAK PUROHIT

ACCOUNTANT

PHONE | (+91) 7504060675
EMAIL | palakpurohit77@gmail.com
LOCATION | Sambalpur, INDIA
EXPERIENCE | 1 Year 4 Months

Key Skills

- Accounting
- Tally ERP
- Financial Modelling
- Accounts Payable
- Accounts Receivable
- Account Management
- MIS Report Preparation
- Preparing Invoices
- SAP ERP
- Accounting Software
- Financial Accounting
- TDS
- GST
- Advanced Excel
- Excel Reporting

Certification

- Tally ERP 9
- Data Analytics Training
Valid upto December 2023
- PGDCA
Valid upto December 2021

Profile Summary

I am Palak Purohit, I have completed Bachelors of Commerce(B.comm). Seeking a challenging and responsible accountant post in a company where I use my finance and accounting skills, knowledge and experiences, while making significant contribution to the success of the company.

Work Experience

Accountant

Prahalad vinod kumar

01/2024 - Present

- Recorded purchase and sales entries in Busy software to maintain accurate accounting records.
- Verified and processed invoices using the official website to ensure timely payments and accurate financial reporting.
- Conducted product and inventory checks to maintain accurate stock levels and prevent discrepancies.
- Managed cash, cheque registers, deposits, NEFT, and RTGS transactions to facilitate seamless financial operations.

Accountant and auditor

P.A and Associates

01/2023 - 12/2023

- Executed TDS, ITR, and ROC filing, showcasing meticulous attention to detail and adherence to legal requirements.
- Applied profound expertise in Compuoffice to competently handle various accounting tasks.
- Conducted accurate TALLY entries for diverse

Languages

- Hindi
- English
- Odia

Soft Skills

- Work Ethics
- Effective Communication
- Adaptable
- Time Management
- Team Work

Interest

- Data Analytics Work- Excel
- SAP FICO

personal accounts, ensuring the accuracy of financial records.

- Demonstrated proficiency in SAP by performing accounts auditing for numerous clients and companies.
- Cultivated and nurtured strong client relationships, fostering trust and loyalty.
- Facilitated efficient bank operations by completing tasks such as cash and cheque deposits, as well as processing RTGS and NEFT transactions.

Education

B.Com - Commerce
2020

Sambalpur University

12th
2017

CBSE , English
Grade - 50-54.9%

10th
2014

CBSE , English
Grade - 40-44.9%