

# Pratik Prakhar

Delhi, Delhi - Email me on Indeed: [indeed.com/r/Pratik-Prakhar/4557f2149b0526f7](https://www.indeed.com/r/Pratik-Prakhar/4557f2149b0526f7)

Willing to relocate: Anywhere

## WORK EXPERIENCE

### **Accounts Executive**

Ray Electronics - Delhi, Delhi - May 2014 to Present

- \* Prepared all the Income-Tax Returns,
- \* Prepared VAT-CST returns.
- \* Company incorporation and other allied procedures like DIN registration etc.
- \* Prepared the TDS returns.
- \* Having working knowledge of income tax refund procedures and related matters.
- \* Excise return and Service tax returns and monthly payment.
- \* Bank reconciliation, preparation of C-forms, monthly processing of Payroll and PF/ESI.
- \* Have working knowledge of day to day accounting, passing journal entries.

## EDUCATION

### **M.Com**

IGNOU

2013

### **B.Sc**

B.R. Ambedkar University

2007

### **Textiles as an Accountant**

B.I.E.C

2004

## ADDITIONAL INFORMATION

### COMPUTER KNOWLEDGE

-Working knowledge of Ms Office and Tally ERP

### SKILL AND STRENGTH:-

- \* Analytical approach to tackle situation
- \* Hard working & quick learner
- \* Good qualitative aptitude along with excellent grasping power and eagerness to learn
- \* Knowledge of MS-office, Tally-erp and Internet
- \* Linguistic ability: Hindi, English