

Curriculum Vitae

PRADHAN SINGH RAJPUROHIT

H6/601,H Avenue,
Rustomjee Evershine Globle City,
Dongarpada, Virar (West)
Palghar - 401 303.

Email Id-prqadhanrajpurohit@gmail.com

Mobile No : 8080702031

PERSONAL DETAILS

Date of Birth : 12th Nov, 1993.
Marital Status : Single
Nationality : Indian
Languages Known : English, Hindi, Marathi & Gujarati.

ACADEMIC QUALIFICATIONS

- **B.Com** Exam from 2014-15 in University of Mumbai.
- **H.S.C.** Exam from 2011-12 in Maharashtra Board.
- **S.S.C.** Exam from 2010 in Maharashtra Board.

TECHNICAL KNOWLEDGE

Operating Environment : Win – '95, 98, 2000, Windows XP, Vista, Windows-7

Applications : MS-Word, MS- Excel, MS-PowerPoint, MS- Access,
MS-Knowledge of Internet. Net Surfing

Software Packages : Tally Prime & Tally ERP 9, MS-CIT

Capabilities : To work with any new software's and use its
Features for the company after basic training of the

CARREER OBJECTIVE

To grow with the organisation by completing the organisation goals with my career objective of seeking a challenging future

CURRENTLY WORKING:

Working as a ACCOUNTANT in Thakur Enterprises.

- Preparation of Accounts Book using software like Tally Prime & Tally ERP 9
- Preparing and analyzing accounting records and financial statements reports. (Maintaining books of accounts, Bank Reconciliation Statement)
- Handling ledger accounts and keeping the check for any invoices and Payments. (Debtor, Creditor Reconciliation Statement)
- Calculate Salary with adjustment of advances, loans.
- Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers
- Updates receivables and payments by totaling invoices (Prepare NEFT & RTGS Payments).
- Preparing GST & TDS Calculate.
- Preparing Purchase Order, Sales Invoice, credit note, debit note.
- Handling Petty Cash.
- Generation of E-way Bills.
- Generation of E-Invoice Bills
- Preparing monthly income expense reports.
- Maintain Stock.

WORKING EXPERIENCE: 2017 TO 2019

Working as a ACCOUNTANT in Vivek Rural Development Centre. (NGO)

- Preparation of Accounts Book using software like Tally 7.2 and Tally ERP 9
- Preparing and analyzing accounting records and financial statements reports.
(Maintaining books of accounts, Bank Reconciliation Statement)
- Handling ledger accounts and keeping the check for any invoices and Payments. (Debtor, Creditor Reconciliation Statement)
- Calculate Salary with adjustment of advances, loans.
- Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers
- Handling Petty Cash
- Updates receivables and payments by totaling invoices (Prepare RTGS to Payments).
- Preparing 80G receipts of the donors.
- Preparing monthly income expense reports.
- Maintain Stock.

WORKING EXPERIENCE: 2015-2017

Working as a ACCOUNTANT/ ASSISTANT in VIJAY GURAV & ASSOCIATES

- Preparation of Accounts Book using software like Tally 7.2 and Tally ERP 9
- Preparing and analyzing accounting records and financial statements reports.
(Maintaining books of accounts, Bank Reconciliation Statement)
- Handling ledger accounts and keeping the check for any invoices and Payments. (Debtor, Creditor Reconciliation Statement)
- Calculate Salary with adjustment of advances, loans.
- Updates receivables and payments by totaling invoices (Prepare RTGS to Payments).

WORKING EXPERIENCE: 2014

Worked as a ACCOUNTANT/ ASSISTANT in BHARATI LIFESTYLES

- Preparation of Accounts Book using software like Tally 7.2 and Tally ERP 9
- Preparing and analyzing accounting records and financial statements reports.
(Maintaining books of accounts, Bank Reconciliation Statement
- Updates receivables and payments by totaling invoices (Prepare RTGS to Payments).
- Consulting clients for their Matters.
- Maintain Stock register, Debit note, Credit note Register.

The information furnished above by me is true to the best of my knowledge & belief

Date:

Pradhan Singh Rajpurohit