

ANKESH PRAJAPATI

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

Costing

Shyam corporation private limited

One of the main steps is to identify indirect costs related to the particular job and handle the cost in a proper manner. Computing rate of production for calculation of total cost is necessary for job costing. On the basis of production rate direct and indirect costs are set.

Account executive

Shyam corporation private limited

2 year experience textile industries

Account executive (Sap software)

Accounting Software.

Issue of Debit / Credit Note.

Record and maintain all the entries of day-to-day business transactions like Sales, Purchase, Payment, receipts, purchase Order etc.

- Keep Bank Accounts up to date by posting day-to-day transactions
- Maintain all the records & files in a proper manner
- Record all expenses and review those expenses & keep the track of expenses every month
- Prepare monthly GST Data and file GST
- Generating invoices and challan in the company's software on a day-to- day basis

- Prepare and submit weekly/monthly reports
- Record and maintain stock on a weekly basis

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Update accounts payable and performs reconciliations

Qualities required

- Basic knowledge of GST, TDS & other accounting terms.
- Good command over MS-Excel & MS- Word

Good understanding of accounting principles

- Basic knowledge of banking, E- way bills and other similar work
- Ability to keep documents and data well organized.

CONTACT



182" Sundar nagar near b/h narol
court narol Ahmedabad

Pin-382405

8490080226

@ prajapatiankesh15@gmail.com

SKILLS

Bignner Advance Team building

Problem solving Expert



LANGUAGES

Hindi , Gujarati , English

Account executive

29-06-2023 -

Labh enterprises

Currently

Purchase order

Debit note

Credit note

Contra

General entry

E-bay bill

Sale and purchase entry

GSTR1 and GSTR2B

Preparation

Daily expenses

Monthly expenses report

Attendance

Project sheet/material supply sheet

Quotation/Performa

Daily stock report

Payment

Banking work

Check/ rtgs

EDUCATION**B.com**

2023

Gujarat University

SSC

2018

Gujarat board

57

Hsc

2020

Gujarat board

55

PROJECTS**Account executive**

The duties and responsibilities of a Billing Specialist include sending invoices and account updates to clients, receiving, sorting, and tracking incoming payments, addressing and resolving client questions and issues relating to invoices, and providing regular, accurate reports of billing data.