

KRISHANA KUMAR PRAJAPATI

Email Id: pkris081@gmail.com

Mobile: +91-8210308995

<https://www.linkedin.com/in/krishana-kumar-prajapati-208501188>

CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills to work with an organization where I will get hands on experience and which help me to achieve enough degree of independence, develop unique professional style, fosters professional development and career advancement and ultimately prove to be an asset for the organization.

WORK EXPERIENCE

K.P Business Associates (Bhubaneswar,Odisha)
(Working as a Part Time)

(From May 2020)

Functional Summary

- Preparation of Data and Filing Returns of Statutory like Income Tax, GST .
- Prepared Financial Statements, Cash Flow Statement.
- Verification of Purchase & Sales Invoice.
- Preparation of Audit Reports and discussing with departmental heads.
- Bank balance confirmation.
- Debtors and Creditors confirmation.
- Preparing reconciliation for matching input balances in electronic credit ledger available with books of accounts.
- Accounting in appropriate head for monthly statutory payment for GST.

Aim Consultancy and Services (Bokaro, Jharkhand)

(Feb 2016 – April 2019)

Functional Summary

- Preparation of all accounts vouchers and Booking improper heads of accounts.
- Monitoring of all advance payments and bookings after verification of accounts & correction of invoices.
- Prepare and maintaining of books of accounts in Tally ERP
- Preparation of GST Data and Filing Return & Tax Deposit.
- Preparing and Filing of Income Tax Return.
- Statutory compliances like GST, and Income Tax .
- Drafting, Preparation and Finalization of Tax Audit Report.

Prajapati Trading Company (Bokaro, Jharkhand)

(Nov 2014 - Jan 2016)

Functional Summary

- Preparation of Invoices, Cheques and also including Banking Activities.

- Handling Accounting Functions and ensures accuracy & timeliness.
- Day to Day Book Keeping & makes entries in Tally.
- Maintaining Stock
- Handling Petty Expenses.
- Receiving Bills and Payments.

Influidity Solution (Bhubaneswar, Odisha)

(For Two Months)

- Summer Intern in a Digital Marketing Strategy

COMPUTER PROFICIENCY

- Expert Knowledge of Tally ERP Software
- Conversant with MS Excel and other MS Office Applications .
- Expert knowledge of Income Tax filing Software like Spectrum and Zen IT.

SKILLS

- Ability to identify and correct any minor or major mistakes in accounts.
- Maintaining good record of all accounts.
- Strong reasoning skills
- Stock Market Analysis and Investment
- Financial Analysis

STRENGTHS

- Solve problem efficiently, Self-motivated and Team Player.
- Innovative, Positive attitude, Enthusiastic and Proactive.
- Result oriented and able to work independently as well as in team.

CERTIFICATIONS

- The Complete Financial Analyst Training & Investing by Udemy.
- The Fundamentals of Digital Marketing by Google.
- Advance Diploma in Computer Application (9 Months) .

ACADEMIC QUALIFICATION

Qualification	Passing Year	Institution	Marks In%
MBA(Finance & Marketing)	Pursuing (2021)	C.V. Raman Global University	82.75
B.COM(Accounts Hons.)	2014	VBU	60.73
I .Com	2011	JAC Board	51.20
Metric	2009	JAC Board	61.60

INTEREST & ACTIVITIES

- Listening Music, Surfing Internet and Travelling.
- Reading News and Update
- Playing Chess

PERSONAL DETAILS

- DOB : 23 Feb 1994

- Maritial Status : Single
- Languages : Hindi, English, Odia
- Address : Alkapur Township, Manikonda Main Road, Hyderabad-500089

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge.

Place : Hyderabad

Krishana Kumar Prajapati