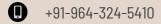


NITIN KUMAR PRAJAPATI

Senior Account Executive

Contact Me



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> h-484, Gali no-8, Sindhi Colony

Susak Road, Swaroop Nagar, Delhi Delhi India



Social Profile

linkedin.com/in/nitin-kumar-86022a163

facebook.com/nitinkumar.pr ajapati.5

Other Info

Skills

Communication
Ability to Work Under Pressure
Decision Making
Time Management
Self-motivation

Conflict Resolution

Leadership



About Me

I am a Inventive, Exciting, Thoughtful, Proactive, Productive, Professional, Achiever, Knowledgeable, Leader, Diplomatic, Logical, Patient, Active



Experience

2018 - currently working

Alder Furniture Pvt Ltd | Senior Account Executive

Maintain accounts of company

Maintain Stock register of company.

Maintain Branch accounting and Reconcile the Branches on

Monthly Basis

Prepare Profit and Loss report monthly

Billing of Sales and purchase of furniture's

Bank Reconciliation

Issue Cheques to vendors and expenses

Handle the Cheques from customer

Maintain Day Book of Company

Prepare Debtors and Creditors outstanding reports

Preparation and filing of GST 3B

File returns of GSTR-1

Deposit TDS on monthly basis

File returns of TDS

Book keeping

Vendor's Reconciliation on weekly and monthly basis

Prepare profit and loss account monthly basis

Prepare Export documents and Credit the LC

PF and ESI Monthly payments and file returns

Vendor reconciliation

Auditing (stock and books)

Adaptability Teamwork Creativity

Awards

- •6 months course of Tally 9.0 from Saraswati Accountants.
- 6 months D.T.P course from MCEC Institute.
- 8 months Certified Industrial
 Accountant Course from Institute Of
 Computer Accountants.
- Knowledge of GST
- Team handling

Languages

English, Hindi

Interest

Music, Travelling

2017 - 2018

Indraprastha Automobiles Pvt Ltd | Account Executive

- •Maintain Trading accounts of company
- •Maintain Stock register of company.
- •Maintain Branch accounting and Reconcile the Branches on Monthly Basis
- •Prepare Loan and Funding Reports of our Mahindra
- •Prepare Profit and Loss report monthly
- Billing of Sales and purchase of vehicles and accessories
- •Bank Reconciliation on Weekly basis
- •Issue Cheques to vendors
- •Handle the Cash and Cheques from customer
- Maintain Day Book of Company
- •Prepare Debtors and Creditors outstanding reports
- •Preparation and filing of GST 3B
- •File returns of GSTR-1 and GSTR-4
- •Deposit TDS on monthly basis
- •File returns of TDS
- •Prepare Balance Sheet of our branch

2013 - 2017

Kg Bearing Pvt Ltd | Accountant

- •Prepare invoice on Tally erp 9.0
- Prepare Stock register manually
- Cash collection from debtors
- •Payment issued to our creditors
- •Prepare Debtors and Creditors report
- Bank Reconciliation Statement
- Maintain purchase register
- Maintain Day Book of Company
- Maintain books of cash and credit trading
- Book Keeping
- Calculation and payment of Sales Tax



Education

2011 - 2013

Jodhpur National University | Masters In Commerce

Jodhpur national university people take on audacious problems, bring imaginative new approaches to solving them, and work collaboratively to advance knowledge and make meaningful contributions to our world.

2006 - 2011

Delhi University | Bachelor In Commerce

Delhi university students are very innovative and confident.

2006

May 2004 - May G.B.S.S.SCHOOL SHALIMARBAGH | Sr. Secondary

- May 2004

H.R. GREEN FIELD HIGH SCHOOL | High School

Nitin Kumar Prajapati