



NITIN KUMAR PRAJAPATI

Senior Account Executive

Contact Me

- +91-964-324-5410
- nitinkumar6819891@gmail.com
- h-484, Gali no-8, Sindhi Colony
- Kusak Road, Swaroop Nagar, Delhi
- Delhi ,India

Social Profile

- [linkedin.com/in/nitin-kumar-86022a163](https://www.linkedin.com/in/nitin-kumar-86022a163)
- [facebook.com/nitinkumar.prajapati.5](https://www.facebook.com/nitinkumar.prajapati.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.

May 2004 - May
2006

G.B.S.S.SCHOOL SHALIMARBAGH | Sr. Secondary

- May 2004

H.R. GREEN FIELD HIGH SCHOOL | High School



Nitin Kumar Prajapati