



ASHISH

PUNANI Accountant

CONTACT

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Manav mandir road, near
bachpan school, Shantinagar
society, Surendranagar

SKILLS

- Accounting & bookkeeping
- Taxation GST
- GST Registration and returns
- Excel
- MS word
- PowerPoint
- Strong analytical and problem-solving skills
- Quick Learner & Hardworking

LANGUAGE

Hindi
English
Gujarati

ABOUT ME

My name is Ashish. I have completed my B.Com. I have practical knowledge of Accounting, GST Return Filing, Tally ERP, Tally ERP9, Tally Prime, and Financial Reporting. I have worked on tasks such as voucher entry, bank reconciliation, and compliance. Currently, I am working at Adani, where I use SAP software and gain hands-on experience in business and finance-related processes.

PROFESSIONAL SUMMARY

Motivated commerce graduate with hands-on experience in accounting, GST, and Tally. Looking to join a progressive organization where I can utilize my skills in bookkeeping, taxation, and financial reporting while contributing to the growth of the company and enhancing my professional development.

EXPERIENCE

CA GAUTAM MITHAPRA & CO.

ACCOUNTANT

04/2024 TO 08/2025

- Assisted in bookkeeping and taxation work
- Managed invoices, bills and reconciliations
- Worked with GST filings and calculations
- Maintained day-to-day accounting entries in Tally. Assisted in GST return filing and reconciliation.
- Prepared vouchers (Payment, Receipt, Sales, Purchase). Supported audit team in finalization of accounts.

Adani - Abex
B2P department.

PRESENT

- Reviewing invoice data through the Adani AI Portal to identify and check duplicate invoices.
- Verifying posted transactions to ensure correct deduction of TDS as per applicable rules.
- Performing validation of proposals related to More than GRN cases.
- Analyzing and reviewing various audit and validation reports for process accuracy and compliance.
- Supporting internal control and audit processes by checking financial and procurement-related data.
- Identifying discrepancies in invoice and posting data and reporting them for corrective action.
- Assisting in maintaining accuracy in invoice processing and compliance checks within the B2P function.