Mitul Prajapati

Contact No. 63519 94374, 86739 39247 | E mail: prajapatimitul30@gmail.com

EDUCATION

C.U Shah commerce college, Ahmedabad, Bachelor of Commerce — 2019

A.K. Vidhyamandir School, Bavla, Higher Secondary — 2015

ADDITIONAL QUALIFICATION

Basic Computer Knowledge • Tally EPR9 • TDS Knowledge •

SKILLS

Key Skills: Book keeping, Invoicing, Financial Reporting, Reconciliation, Documentation Work.

Languages: English, Hindi, Gujarati

RELEVANT WORK EXPERIENCE

Rupesh Shah – Tax Advocate, Ahmedabad - Accountant Dec 2019–Dec 2020

- Accounting, Filling Income tax Return, Filling TDS Return, Solving Income tax related Queries

Kagrana Agri Export, Bavla - Accountant Dec 2020–Jun 2023

- Generated accounts receivable (AR)
- Processed checks
- aging reports
- Invoicing, Book keeping.

Smirom Poly film Private Limited, Moraiya - Account Executive Jun 2023 To Till Date

- Bank Statement Reconciliation
- Prepare Outstanding Reports
- Invoicing, Book keeping.
- Collaborated with Manager/CA to provide data for GST return And TDS return.

PERSONAL DETAIL

Full Name : Mitulkumar Ghanshyambhai Prajapati

Sex : Male

Date of Birth : 22/08/1998

Address : 4, Brahmani Park, B/H Vijeta school, Bavla

Marital Status : Married