

CURRICULUM-VITAE

GOPAL PRAJAPATI

B-494, STREET NO. 32,
MAHAVIR ENCLAVE PART-2

New Delhi -110059

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OBJECTIVE

- Want to work with an organization wherein I am given good opportunity to improve my knowledge, which in the long term will help to gain higher position.

EXPERIENCE

: Over 8 Year and 3 Month in Finance & Accounts field

- 1. Company Name** : **Y& H Cargo Private Limited**
 - About the Company : Private Limited Company Dealing in *Freight Forwarders*
 - Designation : H.O.D Account Department
 - Working Period : August 2019 to Till Date
 - Job Profile : Working Knowledge of Income Tax, TDS, GST Filling, Finalization Books of Account, Remittance (forex payment)
i.e. preparation of Balance Sheet, Profit Loss A/c
Trading A/c; Tax Calculation and deposited;
Audit Work; Filling Return,

- 2. Company Name** : **PLM Sales India Pvt. Ltd.**
 - About the Company : Private Limited Company Dealing in Garment
 - Designation : Sr. Accountant
 - Working Period : December 2017 to July 2019
 - Job Profile : Working Knowledge of Income Tax, TDS, GST Filling, Finalization Books of Account
i.e. preparation of Balance Sheet, Profit Loss A/c
Trading A/c; Tax Calculation and deposited;
Audit Work; Filling Return,

- 3. Company Name** : **Buba Design Pvt Ltd**
 - About the Company : Private Limited Company Dealing in artificial jewellery
 - Designation : Accountant
 - Working Period : April 2014 to December 2017
 - Job Profile : Working Knowledge of Book Keeping & Accountancy, Branch Accounting, Preparation & Reconciliation, Income Tax, Sales Tax, VAT, TDS, Services Tax
E-mail, Internet & Other Office Automation Software,

Cash & Bank Reconciliation, Inventory Management, Finalization Books of Account i.e. preparation of Balance Sheet, Profit & Loss A/c, Trading A/c; Tax Calculation and deposited; Audit Work; Filling Return, Venders and Concern Departments; General Correspondence and Administration Works;

➤ Job Profile

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BOOKS OF ACCOUNTS

Finalization of Books of Account i.e. preparation of Balance Sheet , Profit & Loss A/c ,and Trading A/c;

INCOME TAX

Preparation & Reconciliation of Income Tax, checking online status of Income Tax refund & TDS credit, Liaising for refund, etc.;

SALES TAX

Filing of Sales Tax Return, Issuance of Declaration Form, Finalization of Tax Payable/Receivable, and Dealing Sales Tax Department for Assessment, Refund, amended etc.

SERVICE TAX

Finalization of Tax Payable/Receivable, filing online return, liaising, & preparation of document for refund release, etc.

GST FILLING

Finalization of Tax Payable/Receivable, filing online return GSTR-3B, GSTR-1, GSTR-2A(Reco), GSTR-9 (WORKING)

EDUCATIONAL QUALIFICATION

EXAMINATION PASSED	NAME OF UNIVERSITY/BOARD	PASSING YEAR
10th	CBSE	2008
12th	CBSE	2010
B.COM (P)	Delhi University	2014

COMPUTERSKILL

DAFA (Diploma in Advance Finance Account)

- Operating System : MS Dos, Windows XP / 2000 Professional;
- Accounting : Tally 7.2, 9 and ERP 9;
- Presentation Pack : MS Power Point;
- Other Package : TDS (Computax Software)

PERSONALDETAILS

- Father's Name : - Sh. Anirudh
- Date of Birth : - 14thDec, 1994
- Gender : - Male
- Religion : - Hindu
- Nationality : - Indian
- Marital Status : - Unmarried
- Languages Known : - English, Hindi
- Current Location :- New Delhi (India)

Date :-

Place :- New Delhi

Gopal Prajapati

