

NIKITA PRASAD

SENIOR ACCOUNTANT

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EMAIL | nikitapra21@gmail.com

LOCATION | Noida, INDIA

EXPERIENCE | 11 Years 0 Month

Key Skills

- Tally ERP
- MS Office
- Excel
- Accounts Receivable
- Accounts Payable
- Finance
- Budgeting
- Taxation
- Direct Tax
- Financial Reporting
- TDS Return
- Busy
- MIS Reporting
- GST Filing
- Gst Compliance
- Gst Return
- Income Tax
- Book Keeping
- Bank Reconciliation
- Cash Handling
- Income Tax Audit
- Income Tax Return
- Accounts Finalisation

Profile Summary

Detail-oriented Delhi University graduate (B.Com) seeking a dynamic role to expand my skills and knowledge. Eager to join an organization offering opportunities for professional development, where I can leverage my academic foundation and enhance my expertise. Passionate about exploring diverse functions and contributing to the success of the company. Committed to continuous learning and growth, I am keen on taking on new challenges and delivering impactful results. Open to roles in finance, accounting, or related areas where I can thrive and contribute effectively.

Work Experience

Senior Accountant

Yashi Industries Pvt Ltd

11/2015 - Present

- Conducted book keeping, bank reconciliation, and month end reporting to ensure accurate financial records.
- Managed accounts receivable and accounts payable functions to optimize cash flow and minimize outstanding balances.
- Ensured compliance with GST, TDS, and income tax regulations, facilitating smooth operations and avoiding penalties.
- Prepared balance sheets, P&L statements, and MIS reports for effective decision-making and financial analysis.
- Prepared monthly journal entries and reconciliations.
- Reconciled accounts and created documents for monthly closure procedures.

- Accounts Finance And Taxation Manager

Certification

- Diploma In Accounts & Finance

Languages

- Hindi
- English

Hobbies

- Yoga
- Reading Novels
- Travel

- Updated general ledger with latest entries.
- Completed year-end closing processes with controllers and external auditors.
- Reviewed documents and accounts for discrepancies and resolved variances.
- Provided timely and accurate financial reporting to senior management, enabling informed decision-making based on reliable data.
- Handled month-end and year-end end finances by managing and reporting fixed assets and other data.
- Assisted in internal and external audits by preparing necessary documentation and responding to auditor inquiries.
- Reconciled balance sheets and streamlined best practices for balance sheet processes.
- Analyzed financial statement discrepancies, identifying issues, and recommending corrective actions to prevent future occurrences.

Accounts Executive and Cashier

Bhagat & Sharma (CA Firm)

10/2013 - 10/2015

- Managed daily cash transactions, including reconciling cash receipts and preparing bank deposits, resulting in a 99% accuracy rate and efficient cash handling processes.
- Book keeping
- Debtor's Reconciliation
- Creditor's Reconciliation
- MIS Reports
- Auditing
- Preparing Financial Statements
- Accomplished multiple tasks within established timeframes.
- Maximized performance by monitoring daily activities and mentoring team members.

Payroll Executive

O Source India Pvt Ltd

01/2012 - 08/2013

- Enhanced employee satisfaction by addressing

payroll inquiries promptly and accurately, ensuring timely payments.

- Implemented effective record-keeping practices that streamlined access to important documents while adhering to privacy standards set forth by regulatory bodies.
- Provided exceptional customer service to employees by answering questions regarding paychecks, deductions, and taxes professionally and efficiently.
- Managed accurate and timely processing of multi-state payrolls for hundreds of employees, reducing discrepancies.

Education

MBA/PGDM - Finance

2026

Swami Vivekanand Subharti University, Meerut

B.Com - Commerce

2013

Delhi University - Other

Grade - 53%

12th

2010

CBSE , English

Grade - 65-69.9%

10th

2008

CBSE , English

Grade - 70-74.9%