



Hemant Prajapati

Nationality: Indian **Date of birth:** 31/07/2000

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Home: Dadri faliyu, Kharach Tal: Hansot, Dis:Bharuch, 394120 Kosamba (India)

WORK EXPERIENCE

Assistant Finance

CSCI STEEL CORPORATION INDIA PVT LTD [01/01/2024 – Current]

City: Dahej | Country: India | Name of unit or department: Finance & Account

My Responsibilities are as below :

- All type of invoice booking (Material, Service, FA, Expenses, Etc.)
- Verification & Booking as per Travel Expenses as per the Company Policy.
- Material, Service, Non GST, Exempted entry in ITC Credit Register.
- Prepare Reverse Charge Mechanism and Penalty Invoice.
- Bank Entry and Bank Reconciliation.
- Customer Outstanding Report Maintain and submit to superior.
- Customer Receipt Sheet.
- GST data Reconciliation.
- TDS and TCS data Maintain.
- Fix Assets Data Maintain.
- Bookkeeping.

Account & Finance - Trainee

TRUSTIN TAPE PVT LTD [18/05/2023 – 31/12/2023]

City: Dahej | Country: India

My Responsibilities were as below :

- Maintaining the Company's Accounts.
- Maintaining the books of accounts in Microsoft Dynamics AX (Internal Software).
- Purchase Invoice Processing, Export-Domestic Sales invoice both are maintained in Excel files.
- All Service Expenses and Reimbursement invoice processing.
- Maintaining Bank Book & Sale - Purchase book.
- Day to Day Bank entry and Bank Reconciliation.
- Fix Asset data maintain.
- Knowledge about its TDS & TCS.
- Bookkeeping.

Accountant

KAMALDEV FABRICATION [18/10/2021 – 31/12/2022]

City: KOSAMBA | Country: India

My Responsibilities were as below :

- Sale - Purchase Entry
- Journal Entry
- Bank Entry and Bank Reconciliation
- GST and TDS Knowledge
- Bookkeeping

EDUCATION AND TRAINING

Master of Commerce

Shree Thakorbbhai Art & Commerce College [2022 – 2023]

City: Ankleshwer | Final grade: 6.58 CGPA

Bachelor of Commerce

Mahamandleshwar Shri Krishnanadji College of Commerce [2017 – 2020]

City: Bharuch | Final grade: 5.78 CGPA

Secondary School

Shree V.S Patel High School [2014 – 2015]

City: Kosamba | Field(s) of study: Education | Final grade: 54.83

High Secondary

Shree V.S Patel High School [2016 – 2017]

City: Kosamba | Field(s) of study: Education | Final grade: 56.86

DIGITAL SKILLS

Microsoft Excel / Microsoft Word / Tally Prime / MS Dynamix AX

CERTIFICATE COURSE

Computer Course

- Tally Prime
- CCC

MANAGEMENT AND LEADERSHIP SKILLS

Skills:-

- Communication
- Punctuality
- Great learner
- Sincere and hard working

LANGUAGE SKILLS

Mother tongue(s): Gujarati

Other language(s): English | Hindi

Thank you for taking the time to review my application. I truly appreciate your consideration and hope to have the chance to prove through my dedicated work for your company.

Kharach , 13/06/2024



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