

## **Prakash Naranbhai Anjara**

2,milkamdar Society,opp:school No 6.Gaurisankar Strret,Jalapore Road, navsari  
+918160510174  
Panjara52@gmail.com

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### **Objective Statement**

*Motivated and detail-oriented junior accountant with 3 years general accounting experience offers the following skills and experience:*

- *solid working knowledge of MS Office with a strong level of proficiency in Excel*
- *administration of accounts receivable and accounts payable*
- *efficient maintenance of the integrity of general ledger accounts*
- *preparation of accurate financial accounts and reports to comply with accounting principles and practices*

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### **Work Experience**



**Junior Accountant D.B.Kothari**

3 Januaray 2015 to 31 June 2019

- *maintain the general ledger operations*
- *support the month end close process*
- *audit, process and pay vendor invoices in an accurate and timely manner*
- *Day To Day Cash Maintien*
- *Daily Bank Manitien*
- *Office Staff Salary shit*
- *Sales Purchase Entery*
- *Labour Bill Genrat*
- *Bank Work(Neft Rtgs Cash Witrowal Cash Deposit)*
- *Month End All report Ready (Profit and Loss, Gst Salary all Report)*

#### **Junior Accountant**

*Master Auto*

24 Sep2019 To Present

- *maintain the general ledger operations*
- *support the month end close process*
- *audit, process and pay vendor invoices in an accurate and timely manner*
- *Day To Day Cash Maintien*
- *Daily Bank Manitien*
- *Office Staff Salary shit*
- *Sales Purchase Entery*
- *Labour Bill Genrat*
- *Bank Work(Neft Rtgs Cash Witrowal Cash Deposit)*
- *Month End All report Ready (Profit and Loss, Gst Salary all Report)*

## ***Education***

*B.com*

*Veer Narmada South Gujrat Univercity 2011*

## ***Technical Skills***

- *MS Office*
- *Tally 9(ERP)*
- *Lemon Softwer*

