

# KRUPA PRATEEK PRABHUDESAI

## ACCOUNTANT

### Summary

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Focused Accountant with 7 years of experience of Bank Reconciliations, Accounting Data, Ledger Process as well as knowledge of Cash Flow. Posses PGDFM in Accounting and Finance.

### Employment

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#### Bioaltus Pharmaceutical Pvt. Ltd.

Sr. Executive Accountant

Apr. 2019 to Nov. 2019

1. Preparing P&L and Balance Sheet.
2. Maintain Inventory.
3. Vendor Payment.
4. Client Payment Receipt.
5. Bank Reconciliation.
6. Handling Petty Cash

#### Nextgen Tech Initiatives Pvt. Ltd.

Accountant

Sept. 2018 to Apr. 2019

1. Preparing P&L and Balance Sheet.
2. Maintain Inventory.
3. Vendor Payment.
4. Client Payment Receipt.
5. Bank Reconciliation.
6. Handling Petty Cash.
7. GST- Registration, Online Payment, Returns.
8. Deduction and Filling of TDS.

#### Image Scan

Accountant

Oct. 2016 to July 2018

1. Record of Purchase order, Vendor Invoices and Sales Invoices.
2. Preparing P&L and Balance Sheet.
3. Maintain Inventory.
4. Expenses of Personnel's.
5. Vendor Payment.
6. Client Payment Receipt.
7. Cheque Deposition in Banks.
8. Bank Statements Time to Time.
9. Handling Audit Report with CA.
10. Bank Reconciliation.
11. GST- Registration, Online Payment, Returns.
12. Excise Related Work.
13. Filling of VAT & CST Tax.
14. Deduction and Filling of TDS.
15. IT returns of Company, Directors and Partners with CA.
16. Service Tax Return Filling.

#### Engineering Solutions.

Accounts Assistance

May 2014 to Sept. 2016

1. Keeping record of Purchase Order, Vendor Invoices and Sales Invoices.
2. Preparing P&L and Balance sheet.
3. Excise Related Work.
4. Maintain Inventory.
5. Expenses of personnel.
6. Vendor Payment.
7. Client Payment receipt.
8. Cheque Deposition in Banks.
9. Bank Statements Time to Time.
10. Handling Audit Report with CA.
11. Export- Import documentations with Entry.
12. Filling of VAT & CST Tax
13. Deduction and filling of TDS
14. IT returns of Company and partners with CA.
15. Service Tax return filling.
16. Send Inquires to the Vendors and get best Quotation.
17. Comparisons all quotations and Negotiate with Vendors.
18. Releasing of PO to Vendor.
19. Follow up with vendors for materials.
20. Check and verify the vendor invoices.
21. Material dispatch co ordination to site.
22. Preparation of Tax Invoice, Proforma Invoice and Delivery Challans.
23. Follow up for payment with Clients.

### Contact

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☎ +1 343-987-0867

### Education

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CPA- Enrollment in Process Current

NMIMS July 2018 to July 2020

PGDFM Accounting & Finance

University of Mumbai June 2012 to July 2014

Master in Commerce

### Skills

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Knowledge of Accounting Practices

Proficiency in Accounting Software- SAP(Business One); ERP

Time Management Skills

Continual Learning