

PRATEEK PANDEY

L-1/89 Mohan Garden, Uttam Nagar,
New Delhi -110059
9315248519
pratikpandey2407@gmail.com

EXPERIENCE

CURRENTLY WORKING WITH ATJ & ASSOCIATES (C.A.FIRM)
as an Accountant, From 20th Aug 2020.

QUALIFICATION

Passed 10th from C.B.S.E, DELHI Board in 2017.
Passed 12th from C.B.S.E, DELHI Board in 2019.
B.Com (Pursuing) from Delhi University Since 2019.

PROJECTS & SKILLS

In Software's Environment

Tally Prime & ERP 9

Busy Win

Computax Software (TDS)

Ms office 2013

Proficient in NSE,BSE Exchange.

Preparation of Cash, Bank, Journal voucher & Sale,
Purchase Bills.

All Accounts & Stock Maintain knowledge of file **GST
Return** on monthly (GSTR-1 & GSTR-3B)

Knowledge of **TDS Return**

Reconciliation of Bank accounts & Vendors accounts

Good Understanding over bank related activities

Good Understanding over Statuary & Internal Audit

Reconciliation of Bank accounts & Vendors accounts

AWARDS

"Awarded with Art and Craft Award
for Best Performance by the School
in 2017"

LANGUAGES

Hindi

English

HOBBY

- Depiction
- Travelling

Date

Place : New Delhi

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