

Mrs. Pragati Tanaji Gorkhe

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Career Objectives :

To secure a challenging & responsible position in Accounts Environment wherein initiative skills, ambition & commitment to Excellence will be utilized to my optimum potential.

Key Skills :

GST Accounting, TDS, Salary TDS
MS-OFFICE, Tally (9.ERP), Tally Prime, Zoho Books.

Strengths:

Good computer literacy.
Ability to assist in the improvement of and adherence to existing procedures.
Good at teamwork and leadership skills.
Able to work independently, Self-motivated, Responsible, Hard-working person.

Experience:

Total Experience 8.7 Years

Present Working: Green En Solution Pvt.Ltd. (Pune) – Accounts Manager from 20.03.2025 to Till Date

Name of the organization	Next Gen Security Solutions Pvt Ltd. <u>Accounts Exe.</u> From 16.09.2019 to 15.03.2025
Name of the organization	Quick Serve Business Solutions. <u>Accountant.</u> From 01.08.2017 to 30.08.2019
Name of the organization	<i>SSD Trading Company. <u>Accountant.</u> From 01.05.2016 To 30.06.2017</i>
Tasks Handled in above organizations:	Internal Reporting: - Monthly Accounts /Tax Related Reporting. • Core experience in all types GST Work i.e., Accounting etc. • Sales, Purchase Booking in Tally -9.ERP & ZOHO with bill passing • GST Reconciliation Sales & purchase • GSTR-1, GSTR-3B Return Preparation • Preparation of reconciliation of TDS Credit as per Books of Accounts with 26AS tax Credit Statement. • Debtors & Creditors Report. • Tracking Company Expenses. • Reports -: Sales/Cash reports Day & Monthly. Debtors & Creditors Report. • Debtors & Creditors A/c's - Ledger Reconciliation.

- Bank Reconciliation, Vendor Payments.
- Prepare E Way Bill, E Invoice.
- Daily Cash Handling.
- Expenss Booking
- TDS Working & TDS Payment
- Contractor Salary Process

Educational Qualification:

Education	University / Board / Institute	Specialization	Year of Passing	Grade / Class
TY B.Com	YCM Pune University	Commerce	June 2023	Second
H.S.C.	Pune	Commerce	Mar 2004	Second
S.S.C.	Pune	-	Mar 2002	Second

Personal Information.

Name	GORKHE PRAGATI TANAJI
Languages Known	English, Hindi, Marathi
Nationality	Indian
Date Of Birth	May 23, 1987
Current CTC	7,68,000/- (Gross)
Notice Period	1 Month.
Strengths	Positive thinking and good communication skills. I have a strong ambition to remain on top level and deliver highest achievement to organization. I have good ability to guide subordinates and achieve best results.
Present Address:	Flat No.406, Janranjani, A part, D Wing, Nanded City, Dist- Pune – 411068