

PRAJJWAL JOSHI

FINANCE & ACCOUNTING PROFESSIONAL

+91 72499 20762 | Prajjwaljoshi22@gmail.com | Dehradun, India

PROFESSIONAL SUMMARY

Detail-oriented and results-driven Finance & Accounts Executive with hands-on experience in managing core financial operations, regulatory compliance, and accounting processes. Proven expertise in handling financial matters including TDS, GST returns, EPF, and ESIC, while ensuring full adherence to statutory requirements. Skilled in bank and ledger reconciliations, financial reporting, and day-to-day accounting functions. Proficient in using Microsoft Excel and accounting tools to enhance operational efficiency and support audit processes. Adept at maintaining accurate financial records and ensuring compliance with financial regulations.

SKILLS & PROFICIENCIES

- | | |
|---|--|
| <ul style="list-style-type: none">• Day-to-day accounting: journal entries, invoicing, and financial record maintenance• Bank and ledger reconciliations with prompt resolution of discrepancies• GST, TDS, EPF, and ESIC computation and statutory return filing• Debtor, E-commerce, and Logistics reconciliation• Accounts payable and receivable management with focus on timely tracking | <ul style="list-style-type: none">• Internal and external audit coordination and documentation support• Monthly financial reporting and analysis for internal management review• Compliance management with standard financial regulations• Proficiency in Tally ERP 9 and Compu Tax• Microsoft Excel skills for task automation and data analysis |
|---|--|

PROFESSIONAL EXPERIENCE

- | | |
|---|----------------------------|
| Accounts & Compliance Executive – SUNFOX TECHNOLOGIES | DEC 2023 - MAY 2026 |
| <ul style="list-style-type: none">• Ensured timely and accurate filing of TDS, GST Returns, GST Reconciliation, EPF, and ESIC to maintain statutory compliance.• Performed comprehensive bank and ledger reconciliations, ensuring accurate financial records and prompt resolution of discrepancies.• Managed day-to-day accounting operations, including journal entries, invoicing, and assisting in internal and external audits.• Ensured strict compliance with standard financial regulations and reporting standards.• Utilized Microsoft Excel and accounting software to automate routine tasks, streamline financial data, and improve reporting efficiency. | |

Accounts & Compliance Executive (Training) – SANJAY MISRA & CO.**JUL 2022 - OCT 2023**

- Prepared and maintained day-to-day accounting entries, including sales, purchases, receipts, and payments in accounting software.
- Assisted in GST and TDS calculations and supported timely statutory return filings under supervision.
- Performed basic bank reconciliations and matched ledger entries to identify and resolve accounting discrepancies.
- Tracked and processed accounts payable and receivable with focus on payment collections.
- Maintained systematic invoice records, expense tracking, and supported documentation for audits and compliance.
- Generated and maintained monthly financial reports for internal management review.

EDUCATION / HIGHEST QUALIFICATION

Bachelor of Commerce - B.Com (Hons)**2020 - 2023***Majors: Accounting & Finance*

D.D College, Dehradun | India

Intermediate (Commerce)**Completed***References available upon request*