

Payal Jain

Junior Accountant

Ahmedabad, Gujarat · [Phone] · [Email] · [Website or LinkedIn]

PROFESSIONAL SUMMARY

B.Com graduate with a one-year articleship-style traineeship at a small accounting and tax practice, keeping books for traders and service firms in Tally Prime. Handles purchase and sales entries, bank reconciliation, GSTR-1 and GSTR-3B preparation and TDS working under supervision. Looking for a junior accountant role in a manufacturing or trading company.

SKILLS

Tally Prime · Purchase and sales entries · Bank reconciliation · GSTR-1 and GSTR-3B preparation · TDS working · Accounts payable follow-up · Advanced Excel · Petty cash and vouchers · Zoho Books basics

EXPERIENCE

Accounts Trainee — Small accounting and tax practice serving traders and service firms, Ahmedabad

1 year

- Maintained books for 14 clients in Tally Prime, posting around 600 vouchers a month for sales, purchases and expenses.
- Prepared monthly bank reconciliations and cleared old unmatched entries by checking with clients' bank statements and cheque registers.
- Drafted GSTR-1 and GSTR-3B data for nine clients and matched purchase credits with GSTR-2B before filing by the senior.
- Computed TDS on contractor and rent payments and kept challan records ready for quarterly returns.

Billing Assistant (Part-time) — Family-run textile wholesale shop, Ahmedabad

1 year · part-time during college

- Raised GST invoices and delivery challans for wholesale buyers and kept the daily cash book.
- Sent weekly outstanding lists to the owner and phoned buyers on overdue payments.

EDUCATION

B.Com (Accounting and Taxation) — Commerce college affiliated to a state university, Ahmedabad

Practical project: setting up books for a home bakery in Tally

Higher Secondary (Commerce) — State board higher secondary school, Ahmedabad

CERTIFICATIONS AND REGISTRATIONS

- Tally Prime with GST, authorised training partner course

- Certificate in GST Practice, short course

PROJECTS

- Expense tracker — built an Excel template for a client to classify expenses by GST rate, cutting month-end queries

LANGUAGES

Gujarati · Hindi · English