PRACHI BODAKE

ACCOUNT ASSISTANT

CONTACT

At Post Kondave
Tal Dist Satara - 415002
8766827569
Prachibodake0606@gamil.com

EDUCATION

M.COM • JUNE 2020

Savitribai Phule Pune University

DIPLOMA IN TAXATION LAW (DTL) • JUNE 2019

Savitribai Phule Pune University

B.COM • JUNE 2018

Shivaji University

KEY SKILLS

Tax Compliance & Filing
Corporate Accounting
GST Computation & Reconciliation
Accounts Payables & Receivables
Ledger Management

CERTIFICATIONS

MS-CIT (Information Technology Certification)

Tally ERP 9 Course Certification

English Typing (30 WPM)

Marathi Typing (30 WPM)

PROFILE

Professional Account Assistant with 6+ years of experience managing client accounts, bank reconciliations, and tax compliance. Proficient in handling monthly, quarterly, and annual GST returns, alongside corporate tax audits using Tally Prime and Clear Tax. Holds an M.COM and a Diploma in Taxation Law, combining advanced academic qualifications with practical problem-solving skills.

EXPERIENCE

ACCOUNT ASSISTANT • MAY 2019 – TILL DATE

CA Amit Nikam & Associates, Satara

- Maintained accounts and ledgers for multiple corporate and individual clients
- Reconciled bank statements and accurately recorded daily sales and purchase transactions.
- Prepared and filed monthly, quarterly, and annual GST/TDS returns along with regular income tax filings.
- Handled daily GST e-invoicing, tax calculation, and E-way bill generation to ensure hassle-free regulatory compliance for supply chain operations.
- Expertly operated Tally Prime and Tally ERP 9.0 for day-to-day accounting operations.
- Supported tax audit workflows by compiling and validating financial data.
- Gained hands-on proficiency in industry-standard software including Clear Tax and Tax Base.