



PERSONAL

Name

Neha Prajapati

Date of birth

24-01-1994

Nationality

Indian

Marital Status

Married

CONTACT

Address

Flat No-619, Building No-F
7 EVEN,
Dubai Investment Park-1,
Dubai

Phone

+971 502094609

Email

prajapati240104@gmail.com

NEHA PRAJAPATI

I am passionate about my work.

I am result oriented.

I am an excellent communicator.

WORK EXPERIENCE

ASSISTANT ACCOUNTANT (2020-22)

SHIVANSH INFOSYS, VAPI, INDIA

Key Qualification & Responsibilities

- Processed company documentation, such as invoices and payment checks.
- Managed all purchase orders and monitored company by controlling project expenses.
- Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.
- Completed the general ledger with payroll entries.
- Maintained flawless communication with the management.
- Assisted tax accountants in preparing tax returns and financial statements.
- Managed shipment and sales orders.
- Performed data processing in MS Excel.

Key achievement

Designed a documentation workflow system that increased administrative efficiency 100%

SKILLS

- COMMUNICATION
- Multi-tasking
- MS Excel
- Mathematics
- Financial statements

VISA

HUSBAND VISA
EXPIRY :10/08/2024
PASSPORT NO : V5370643

EDUCATION

P.G. Diploma in Computer Application

MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY, BHOPAL, INDIA
2014-15

BSc P.C.M.

VIKRAM UNIVERSITY, UJJAIN, INDIA
2011-14

SPECIAL SKILLS

- Learning Skills and Teach Team how to complete tasks.
- Team Player.
- Highly adaptive to establishment.
- Positive approach.

SOFT SKILLS

Punctual, Dedicated, Hardworking, and Humble. An award winner of "BEST ATTITUDE EMPLOYEE "IN 2021.

SOMETHING ABOUT MYSELF:

My work is my only god I believe. Observing, learning and constantly curious for perfection is the only attitude I carry.