**PRADEEP** 

**E Mail:** [**PRADEEP.35267@2freemail.com**](mailto:PRADEEP.35267@2freemail.com)

**Address: Karama, Dubai**

**To work in a challenging area of finance and management to strive for the highest competence personally and professionally.**

**CAREER FEATURES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Organization** | **Location** | **Period** | **Designation** |
| INFOSYS  SOBHA REALESTATE LLC  M.B.KASAR & COMPANY CHARTERED ACCOUNTANT | BANGALORE, INDIA  DUBAI,UAE  MUMBAI, INDIA | MAY’ 09-APR’ 11  APR’ 08-FEB’ 09  NOV ’05-JAN’ 08 | SR. PROCESS EXECUTIVE-OPERATIONS  JR.ACCOUNTS EXECUTIVE  ACCOUNT/AUDIT ASSISTANT |
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**Since May 2009: Infosys**

**Senior Process Executive -Operations**

* Processing of Income tax returns of Government of India.(E-Governance Project)
* Validation of 26AS and Oltas inward data.
* Reconciliation and matching of tax credit claimed by the assessee with FAS receipts remitted by Reserve Bank of India.
* Percentage and threshold analyses of matching output.
* Final quality check of processed returns & taking approval from Income tax officers.
* Sending intimation letters to the assessee.
* Supervision of data entry work for paper return filed by the assessee.
* Rectification of Itr Returns.
* Extracting SQL statements through query.

**Since April ’08: Sobha Real Estate LLC.**

**Junior Accounts Executive**

* Updating Customer profile, Premises profile, Reservatioin of unit, collection of cheques and issue of receipts to the customer.
* Preparing deposits slips and making arrangement for deposit of cheques to the proper Escrow accounts.
* Daily Reconciliation of bank accounts.
* Assisting seniors in Preparing demand notice to be sent to the customer.

* Dealing with customer for collection of Third party letter for Third-party payment and other payment related matters.
* Reporting of daily project wise collection, pdc in hand and details of cheques deposited, to the Accounts Manager.
* Preparing customer wise retention account of all projects.
* Updating Agents commission and Sales incentives in individual Customer file.
* Keeping track of Customer files of all Projects.

**Nov ’05-Jan ’08 M.B. Kasar &Company Chartered Accountants**

**Accounts/Audit Assistant**

* Maintaining books of accounts including General ledger, customer and supplier ledgers & bank accounts. Preparation of Customer statements, ageing reports and listings. Preparation of Bank reconciliation statements. Extracting Trial Balance, preparation of schedules to final accounts Preparation of Profit & Loss Account and Balances Sheet.
* Audited financial statements and business transactions of limited companies, partnerships and sole proprietorship businesses. Drafting audit reports, management letters, preparation of financial statements including Profit & Loss account, Balance Sheet and Cash Flow Statements. Preparation and filing Annual Returns for companies. Computation of taxable income and filing Income Tax Returns, VAT returns and complying with Company law matters.
* Preparation of project reports for new business and bank finances, obtaining various licenses and registration for new businesses and companies.
* Calculation of VAT liability and VAT Reports. Computation of taxable income and preparation and filing of individual company tax returns. Deduction of TDS and filing TDS returns. Applying for Companies and Individual PAN Cards.

**Strengths**

High contributor and open to new ideas making suggestions for improvement. Put organization needs first. Consistently meet deadlines, responsible and accountable for work produced. Able to prioritize, organize, set realistic goals.

**ACADEMIC CREDENTIALS**

* B.COM (Bachelor of commerce from Mangalore University in 2004) with 71%.
* C.A PEII Eligibility Examination Passed & appeared for PEII examinations.
* T100 Certified Accounting Training From Infosys
* T101 Certified Accounts Payable Training From Infosys.
* Perceiving MBA Finance from Sikkim Manipal University.

**IT Skills**

* Proficient in use of Windows, Microsoft Excel, Word, Power Point, Tally, Computax, Real-estate ERP, Extracting SQL queries from Toad, Internet browsing etc.

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**PERSONAL VITAE**

**Date of Birth : August 12th, 1983**

**Marital Status : Single**

**Nationality : Indian**

# Languages known : English, Hindi, Kannada &Tulu

**Visa Status : Visit Visa Valid Till 27th July 2011**