# Prasad

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| PERSONALDate of Birth: August 11 1977LANGUAGES KNOWNEnglish (Fluent)Marathi (Fluent)Hindi (Fluent)CORE COMPETENCY * Achievement oriented with excellent communication, relationship building & interpersonal skills A good team player with an ability to lead a team by example and motivate them to achieve desired objectivesProven ability to co-ordinate multiple initiatives simultaneously with strong quantitative, analytical & problem solving skillsPositive thinking, highly disciplined and strong willpower.

REFERENCES |  | ACADEMIC PROFILE:* Inter CA May 2001
* T.Y.B.COM 1997-1998 56.00% (Mumbai, India)
* H.S.C 1994-1995 72.00% (Mumbai, India)
* S.S.C 1992-1993 77.00% (Mumbai, India)

PROFESSIONAL EXPERIENCEShraddha Ispat Pvt. Ltd. (Sponge Iron Manufacturing Unit)(April 2004 till date)Accounts Officer Cum CashierMaintaining Books of Accounts of the Company* **Nature of Activities performed**
* **Accounting Entries in Tally ERP.9 :**
	+ Making day to day entries of Cash and Bank.
	+ Making Cash Payments after achieving Sanction on Vouchers by concerned authority.
	+ Daily Reconciliation of Bank accounts.
	+ Following up through calls and mails to understand the reasons for mismatch and reconciling them.
	+ Daily entries of Sales .
	+ Maintaining Sales Orders Records and Preparing Due List of parties.
	+ Maintaining Purchase Register for Raw material and for Store material.
	+ Preparing Weekly Creditors List for Sanction of Cheque payment.
	+ Maintaining quantitative records of incoming raw material .
	+ Maintaining Stock Details of Raw Material and Making Monthly Physical Verification.
	+ Maintaining Purchase Orders of Parties and Keeping track of incomplete purchase orders by following up with parties.

 * **USquare Software for Billing and For Stores Inventory :**
	+ Preparation of Excisable and Non Excisable Sale Bills.
	+ Tracking of Pending Purchase Orders.
	+ Maintaining Minimum and Maximum Stock Level for all items of Stores.
	+ Maintaining Re-Order Levels for Store items.
	+ Physical Verification of Store Stock.
	+ Monthly Stores Stock Valuation.
* **Taxbase Software for TDS Deductions:-**
	+ Preparing monthly TDS challans and payments through internet.
	+ Preparing Quarterly and Annual TDS Returns.

 Tuashar Parikh &Co. (Chartered Accountant)(July 1996 till August 1999)Clerical Staff* **Nature of Activities performed**
* Preparation of Sales Tax Returns
* Making attachments for filing of Sales Tax and Income Tax Returns
* Preparing and maintaining books of accounts.
* Audit work of Private Companies.

COMPUTER LITERACY* Currently working on Tally ERP.9
* Usquare Software for Excise Billing and Store Stock Maintenance.
* MS Office
* Taxbase TDS Software.
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