# Prasad

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| PERSONAL Date of Birth: August 11 1977 LANGUAGES KNOWN English (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 objectives Proven ability to co-ordinate multiple initiatives simultaneously with strong quantitative, analytical & problem solving skills Positive 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. |