Pradeep 

E-Mail: [pradeep.374011@2freemail.com](mailto:pradeep.374011@2freemail.com)

Career Objective

Intend to build a career with leading Corporate of Hi-tech environment with Committed & dedicated people, which will help to explore myself fully and realize my potential in Finance Sector

**Professional Summary**

* Handled Accounts Payable, Accounts Receivable, Payroll, General Accounts.
* Reconcile financial ledgers and records; prepare financial statements and reports, general and subsidiary ledgers and supporting schedules; research and resolve discrepancies.
* Coordinate with internal and external auditor to monitor and balance all financial records
* Intercompany Reconciliation, Cash Flow Statements, Ageing Analysis
* Computation of taxable income and preparation, filing and processing of tax returns

**Education**

* MBA (Finance) From Sikkim Manipal University, Karnataka in 2013 (69% Marks).
* B.COM (Commerce) From Mangalore University, Karnataka in 2004(71%

Marks).

* Passed CA Professional Education 1 level & Appeared for PE 2 Level Examinations.
* T100 Certified Accounting Training From **Infosys** in 2010.
* T101 Certified Accounts Payable Training from **Infosys** in 2010.

### Technical Skills

|  |  |
| --- | --- |
| ERP | ERP, Xpedeon, Oracle |
| Packages | MS Office, MS Excel,Powerpoint,Outlook |
| Operating Systems | Microsoft Windows XP, 2007 and Vista |
| Accounting Package | Tally 9.2 |

**Core Competencies**

* Planning and organizing
* Communication skills
* Problem analysis and resolution
* Judgment
* Decision-making
* Attention to detail
* Team player

**Employment Summary**

* Worked in **Sobha Group’s,** Dubai from **August 2011 to Oct 2017** as Account Executive.
* Worked in **Infosys,** India from **May 2009 to April 2011** as Sr.Process Executive.
* Worked in **M.B.Kasar & Company Chartered accountant** India from November 2005 to Jan 2008 as Account/Audit Ast.

**Work Summary**

**#1 Sobha Developers LLC**

**Responsibilities:**

* Review and Verification of Purchase Order, GRN, Delivery Note and Stock Receipts Entry by the site.
* Ageing Analysis of Suppliers
* Making Payments to suppliers.
* Reconciliation of supplier accounts, Bank Reconciliation
* Preparing related party matrix & Intercompany Reconciliation
* Preparing Daily Cash Flow Statement.
* Tracking of employee wise immigration & visa expenses by preparing monthly employee wise immigration expenses statements.
* Coordinating with CRM team for unit wise collections, receivables ageing analysis.
* Coordinating with admin department for smooth payment of all utility bills, preparing month wise comparison report etc.
* Assisting managers in month ending, passing provisions, preparing Trail Balance & Balance sheet.
* Preparing Schedules’ for Audit.
* Ensure payroll monthly inputs of actual date joining, leave taken, salary advance and deductions are processed in a timely manner for smooth disbursement of salaries.
* Calculate timesheets, overtime and verify all necessary approvals
* Coordinates accurate monthly payroll runs to ensure balances for each period.
* Disbursement of Salaries
* Calculation of Leave settlements, Final Settlements of Employees.
* Calculation of leave salary
* Reconciliation of payroll, employee advance account, Leave salary, Gratuity calculations, Provisions etc.
* Updating Customer profile, Premises profile, Reservation of unit, collection of cheques and booking of sales Invoice.
* Preparing deposits slips and making arrangement for deposit of cheques to the proper Escrow accounts.
* Preparing demand notice to be sent to the customer.
* Dealing with customer for collection of cheques, third party letter and other payment related matters.
* Reporting of daily wise collection report to Manager.
* Updating Agents commission and Sales incentives
* Keeping track of Customer files of all Projects.

**#2 Infosys**

**Responsibilities:**

* 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.

**#3 M.B. Kasar &Company Chartered Accountants**

**Responsibilities:**

* 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.

**Personal Details**

Address : Burdubai, Dubai

Visa Status : Employment Visa-Transferable

Available : Immediately

Driving License : Yes

E-mail address : [pradeep.374011@2freemail.com](mailto:pradeep.374011@2freemail.com)

D.O.B : 12-08-1983