**RESUME**

**Name: Prashant**

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***Career objective:***

Seeking a challenging position, where I can utilize my experienced skills for personal as well as Organizational growth.

**Area of work Interested in:AccountsDepartment.**

**Work Experience:**

### Organization : [Kakatiya Cement Sugar & Industries Limited](http://www.kakatiyacements.com/), Sugar Division, Factory location Kalluru, Khammam Dist., Telangana

Designation : SENIOR ACCOUNTS ASSISTANT

Department : **ACCOUNTS**

Duration : 29.04.2014 **to 10.10.2017**

**Present Working:**

**Experience**

1. Through knowledge on all transactions like Bank Book, Cash Book, Journals etc.

2. Credit Controlling and ensuring debtors pay on time

3. Reconciliation of Major Customer/ Vendors on time-to-time basis

4. Bank Reconciliation Statement

5. Monthly ledger verification and quarterly provisional entries passing

6. Maintaining the MIS Reports in spread sheets as per the management prescribed formats

7. Quarterly reconciliation of Site account with HO Records

8. Posting day-to-day accounting data into computerized accounting system

9.Process payments along with approved documents

10. T D S on Contractors

11. Maintaining Master data for all Growers as well as Creditors

12 Physical Stock Verification for Year End Audit Purpose

13. Gst knowledge of Returns & Work’s

14.Bank Works

**Technical Skills:**

**ERP** : **VB based ORACLE accounting package, P.G. Diploma in Computer Applications. (P.G.D.C.A),FOCUS Accounting package,Tcs Ion Accounts Package**

### Database Tools :MS-Word , MS-Excel[Microsoft PowerPoint](https://en.wikipedia.org/wiki/Microsoft_PowerPoint)

**Educational Qualifications:-**

|  |  |  |  |
| --- | --- | --- | --- |
| COURSE | BOARD/UNIVERSTY | Year of  Passing | % of  Marks |
| M.B.A  (FINANCE) | Sree rama institute of technology & science  Jntu-h | 2017 | 73% |
| GRADUATION  (B.com-Comp) | Geetam’sDegree& P.G College  Kakatiya university | 2014 | 75% |
| Intermediate  (C.E.C) | Santhineketan J.R College  Board of Intermediate | 2011 | 81% |
| S.S.C | Z.P.S.S High School  School of Secondary Education | 2009 | 77% |

**Key Potentials:**

* Sincere
* Hard Working
* Emotional maturity
* Self Confident and Team Player
* Courageous enough to face risks in the life

**Personal information:**

* Date of Birth : 14-05-1993
* Gender : Male
* Languages Known : Telugu,English
* Nationality : Indian

**Declaration**

I hereby declare that the all the information furnished above is true to the best of my knowledge.

(Prashant)

Place:-

Date: -