**CURRICULUM VITAE**

Prashant

Prashant.223023@2freemail.com

**Objective :**

Work with the best of my knowledge and abilities for the fulfilment of the job entrusted in time. Special interest to take challenging and responsible works, known or unknown, with high level of confidence and fulfil the matter at the entire satisfaction of Management.

**Area of Interest :**

Finalization of Accounts, Taxation and related works; Pay Roll and related matters, Stores & Inventory, Costing, Export-Import and related matters, Banking including Bank facilities and related matters, Business Plan and related matters, Cash Flow, General Administration, Legal and other related matters including self-correspondence.

**Personal Details :**

**Date of birth & Place:** January 28, 1983, Sangli, Maharashtra

**Sex:** Male

**Marital Status:** Married

**Languages Known:** Marathi, Hindi and English

**Nationality:** Indian

**Driving License** (Indian) : For Bike - issued in 1999 / For Car - issued in 2011

**Educational Qualification :**

Commerce Graduate from Shivaji University, Kolhapur, Maharashtra in 2003.

**Computer Software’s:**

Advance knowledge of Microsoft Windows (Version 3.1 to Win 8.1)

Advance knowledge of Microsoft Office (Word / Excel / Access / Outlook),

Tally ERP 9 & All Versions - Tally Solutions Pvt. Ltd

Certified Course of ‘IP NETWORKING & CYBER SECURITY’ from B.S.N.L. India

**Others :**

Knowledge of Information Technology.

NCC ‘C’ Certificate in ‘A’ Grade.

**Experience :**

1. **Aromas And Tastes Fzc.**

**Sharjah Airport Free Zone, Sharjah**

**Post:** Asst. Accountants Manager

**Responsibility / Work Area:** Inventory, Bank Reconciliation, Preparing Payroll Sheets. Preparing Accounting, Sales & Production related reports. Sending Account Receivable Statement to all Customers on regular basis & follow up for Collection properly as per the credit terms. Releasing supplier payments in time as per credit terms. Assisting in administrative or management work. Follow up with Purchase Dept. Co-ordinate with sales team.

**Achievement:** Control and Reporting related to Accounts and Management. Make work and Reports easy by taking Maximum output of available data. Support management to take appropriate Accounting decision.

**Reason of Leave Job:** To Work in more challenging environment.

**Duration of Job:** From April 2014 – Current.

**Ref.:** Mr. Shamju Pavitharan.

**2. Seagulf Trading Fzc.**

**Sharjah Airport Free Zone, Sharjah**

**Post:** Asst. Accountants Manager

**Responsibility / Work Area:** Inventory, Bank Reconciliation, Preparing Payroll Sheets. Preparing Accounting, Sales & Production related reports. Sending Account Receivable Statement to all Customers on regular basis & follow up for Collection properly as per the credit terms. Releasing supplier payments in time as per credit terms. Assisting in administrative or management work. Follow up with Purchase Dept. Co-ordinate with sales team.

**Achievement:** Control and Reporting related to Accounts and Management. Make work and Reports easy by taking Maximum output of available data. Support management to take appropriate Accounting decision.

**Reason of Leave Job:** ----

**Duration of Job:** From October 2011 to Dec 2013.

**Ref.:** Mr. Pradeep Deo (Owner)

**3. Rashid Packaging Industry LLC**

**New Industrial Area, Ajman**

**Post:** Junior Accountant

**Responsibility / Work Area:** Inventory, Preparing Payroll Sheets. Preparing Accounting, Sales & Production related reports. Releasing supplier payments in time as per credit terms. Assisting in administrative work. Co – ordinate with Stores & Suppliers for Purchase.

**Achievement:** Setup the Store with Full functioning Inventory control and Reporting related to Accounts and Management. Make work and Reports easy by taking Maximum output of available data. Which help to accounts for getting appropriate results.

**Reason of Leave Job:** To get more experience.

**Duration of Job:** From January 2008 to 29 July 2011.

**Ref.:** Mr. Zoeb Boxwalla (Managing Partner), Mr. Santosh Alwe (Manager)

**Work Experience in India**

1. **PCE Electro Controls Pvt. Ltd.**

**MIDC, Sangli, Maharashtra**

**Post:** Junior Accountant

**Responsibility / Work Area:** Purchase / Inventory and Taxation (Excise / VAT)/Accounting

**Achievement:** Setup the Store with Full functioning Inventory control and Reporting related to Taxation. Make work and Reports easy by taking Maximum output of available data. Which help to accounts for getting appropriate result

**Reason to Leave Job:** To get Outside India Experience.

**Duration of Job:** From June 2006 to December 2007

1. **Veetrag Computers**

**Vishrambag, Sangli**

**Post:** Chief Accountant

**Responsibility / Work Area:** All Accounting Activities including Full responsibility of Taxation. **Achievement:** Setup the Unique integrated System which helps to Inventory maintenance and accounts.

**Reason to Leave Job:** To achieve more Experience in Pvt. Ltd firm; which had more transaction and complicated accounts / Inventory.

**Duration of Job:** June 2004 to June 2006 (Full Time) & Further Part Time Only for Taxation and Auditing

1. **M. M. Karmarkar & Co.**

**Chartered Accountant Firm**

**Kapad Peth, Sangli**

**Post:** Senior Assistant

**Responsibility / Work Area:** Audit / Preparation of Trial Balance / Profit Loss A/c. / Balancesheet / Verifying Clients Financial Statements / Keep watch on Audit Reports / Help to Audit Staff by giving them appropriate Data and solving the problems. / Preparation of

Computation of Income / Preparing Income Tax returns for Individuals, Companies, NGO, and Trusts / Preparing 3CA, CD / Audit Reports

**Duration of Job:** June 2002 to June 2004 (Full Time)

**Other Works :**

Cash handling, Banking, General Administrative and office works, self-correspondence with customers as well as Government Departments etc., foreign Exchange as well as forward booking procedures, foreign exchange remittances towards commission and other types of payments; IEC, DGFT and all related works therein; timely submission of statements to Bank against utilization of bank facilities.

**Works Presently Handling :**

Maintaining all accounts works by scrutinizing entries, final scrutiny of ledger accounts, costing, passing closing entries and preparation of Accounts Statements, preparation of Tax audit reports and annexure thereof, Computation of income, Depreciation statements (Co. Law as well as IT), works including filing of returns online, Bank Reconciliation, Self-correspondence to clients, Govt. Departments.

**Achievements :**

Integration of accounting and other related works using computer and thereby saving enormous work hours and manpower.

100% accuracy in accounting entries, finalization, taxation and as there was not even a single mistake of those fields pointed out during Internal & Statutory auditing of accounts by Auditors.

**Languages Known :** Hindi, English & Marathi