

Shatabdi Prasad

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CAREER OBJECTIVE

Seeking a position where I can contribute my hard work, positive attitude, and eagerness to learn while growing professionally.

WORK EXPERIENCE

Client Service Executive at Medusind Solution Pvt Ltd, Ahmedabad

Nov 2018- Sept 2019

- Performed online medical insurance verification & documentation.
- Examines patient's encounter forms to verify diagnosis codes and reconcile codes against services rendered.
- Collected, managed, and monitored the status of patients' medical records and documentation.
- Collaborated with medical provider, insurance company and office management to determine billing and documentation policies and ensure compliance.

Articleship (As per ICAI regulation- 3 years)

Articled Assistant at M/s Neelima Gagaddam & Co, Chartered Accountant, Vijayawada

Jan 2023- May 2023

- Performing audit procedures and preparation of audit documentation.
- Preparation and filing of GST returns monthly.
- Advised clients pertaining to compliance on TDS matters.

Articled Assistant at Velayutham Chinnaiah & Associates, Madurai

May 2020- Dec 2022

- Engaged in Internal Financial Control Testing (ICFR) for entities in manufacturing & trading sector including preparation of detailed test scripts with testing results.
- Part of internal audit team that engaged in the review of Procure to Pay, Order to Cash, Admin & Staff welfare expenses, HR & Payroll, Accounts Payable process for a Manufacturing Company. The engagement entailed review of financial processes and test of controls to assess the operating effectiveness.
- Stock Audit co-ordination for big 4 entities.
- Engaged in verification of claims and KYC with respect to vendor payments for a leading brewery.
- Engaged in preparation of MIS reports for clients in trading sector.
- Part of team that provided Audit co-ordination including preparation of schedules for reconciling the Trial balance items with the reports, registers, and statutory payment Challans for the areas like Purchases, Sales, Payroll, Statutory Payments, Fixed Assets, Accounts Receivables, Accounts Payables and Prepaid expenses.
- Engaged in preparation of Balance Sheet and Profit & Loss Statement for entities engaged in the trading sector.
- Reviewed Cash Flows and Bank Reconciliation Statements.

EDUCATION

Qualification	University/Board	Year	Percentage
PGDBIA	Mount Carmel autonomous college, Bengaluru	2025-2026	Pursuing
CS-Executive	Institute of company secretaries of India, Bengaluru	2023 - Pursuing	Group 2 – Passed
B.Sc.	North Eastern Hill University, Meghalaya	2015-2018	68.25%
H.S.L.C	Kendriya Vidyalaya EAC Upper Shillong, Meghalaya	2013-2015	69.8%
S.S.L.C	Kendriya Vidyalaya EAC Upper Shillong, Meghalaya	2012-2013	9.2 CGPA

OTHER ACTIVITIES

- Won bright spark award for excellence performance at Medusind solution Pvt Ltd.
- Rendered service under the National Service scheme (volunteer).
- Actively participated in and supported Community Development Programme activities.

SKILLS

- Underwent 100 hours of "ITT" & "soft skill" training conducted by ICAI.
- Underwent "sales associate" training conducted by Edu bridge, "Ministry of skill development & Entrepreneurship".
- Underwent 20 hours of soft skill, career readiness & gender sensitization training conducted by Fast-forward Campus, Avenues, Shillong (Govt of Meghalaya).
- Tools: MS-Word, MS- Excel, MS- PowerPoint, Power-BI, SQL, R-language.

PERSONAL DETAILS

- DOB : 27 Sept 1997
- Languages Known : English and Hindi