

Prasanta Rout

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Looking for a high growth opportunity in a professionally managed & dynamic organization providing a good working environment along with suitable opportunities for professional development thereby.

Work Experience

As "Senior Accountant" in VRB LOGISTICS LLP

Navi Mumbai Maharashtra

February 2018 to October 2021

- *Preparation of Sale Bill.
 - *Preparation of Bank Reconciliation.
 - *Handling Petty Cash Book.
 - *Assisting in Finalization of Account.
 - *Communicate effectively with clients
 - *Gst Return Filing along with details preparation of GST3B, GSTR1.
 - *Advance Tax Calculation.
 - *Income Tax Return Filing.
 - *Monthly basis MIS.
 - *Income Tax Assessment work.
 - *TDS Payment
 - *DFIA Preparation Of Bill
 - *Prepare reports on purchases, including cost analyses.
 - *PTRC/PTEC Payment
 - *Communicate with Manager and/or Director on work status and client issues that arise.
- My Other Role & Responsibilities:
- *GST registration.
 - *DSC Renewal

Accountant

I. AS

January 2014 to December 2017

- *Journal Posting.
- *Create ledgers and posting.
- *All voucher posting.
- *Point of sale.
- *Maintain day to day all transaction reports
- *Preparation of Sale Bill.
- *Preparation of Bank Reconciliation.
- *Handling Petty Cash Book.
- *Assisting in Finalization of Account.
- *Recovering from Debtors/Clients on Weekly basis.

Work Experience

Education

Bachelor's degree

Skills / IT Skills

- Accounting
- Communication skills
- Tax experience
- Tally
- Microsoft Excel