

## RESUME

Satya Prakash

E-mail: satya.nnp@gmail.com

Mobile: 7800407602

### **Objective:**

To seek a challenging career in the area of Finance, Accounting, and Auditing sectors which will enable me to offer the best of my professional ability and derive utmost job satisfaction & knowledge of the field.

### **PROFESSIONAL EXPERIENCE:**

- Currently working in GSH INDIA PVT LTD as a Taxation Assistant for **FORD INDIA PVT LTD**.  
From September 2017 to Till Date.

### **Job Responsibilities:**

- Invoice Process.
- E-way Bill preparation for Outward and Inward.
- Sending monthly invoice report to my reporting manager.
- Service 2 credit Note(Warranty claim) and Dealer Margin.
- PR and PO process.
- Dealer warranty claim voucher entry.
- Getting Quotation from several suppliers and verifying the all quotes.
- Preparing comparison sheet and finalizing the quotation.
- Sent PO to vendor and getting material from supplier.
- Verifying the PO v/s supplier invoice information as well physical materials.
- Supplier invoicing process for payment & follow-up.
- Receiving and processing all invoices, expense forms and requests for payments.
- Vendor Payments, Material Management.

### **Technical Skills:**

- |                    |   |                              |
|--------------------|---|------------------------------|
| • Accounting Pkg's | : | ITRS, I-proof, QAD           |
| • MS-Office        | : | Ms-Word, Excel, Power Point. |
| • Operating System | : | MS-DOS & Windows.            |
| • Web Technology   | : | Internet Browsing.           |

**Academic summary:**

- MA.(Economics) from Kisan Degree College Affiliated to Dr. RML University Faizabad from 2013 to 2015 with an aggregate of **54%**.

**Strengths:**

- Self-motivated & quick learner.
- Adaptable to work in any environment.
- Dedication to work and enthusiastic to learn new technologies.
- Ability to Communicate with Others.

**Declaration:**

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

**Date:** 25-Aug-2020

**Place:** Sanand

**(Satya Prakash)**