**Prashant Kukda.**

D-2/24 Nandanvan Apartment opp, bhavsar Hostel, New Vadaj, Ahmedabad – 380013, Gujarat.

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# Career Objective

To pursue a challenging career in the field of professional accounting and contribute constructively to the organization while being resourceful, innovative and flexible.

# Work Experience

**Louis Dreyfus Company India Private Limited**

**Designation: -** Executive – Accounts / Finance.

**From**: - Mar 2017 to till date.

**Job Responsibilities**:-

* Proper Checking and Posting of accounting voucher (like Purchase, Sales, Cost Invoices – Direct / Indirect, GNA, **Bank and Cash transactions**, etc.)
* Timely GL **Scrutiny and Reconciliations**.
* Ensure about **periodic reconciliation of Debtor and Creditors**.
* Ensure to minimize receivables by constant follow up with parties.
* Ensure that all transaction recorded correctly in appropriate ledger, Cost center, etc. on timely basis in AX **(accounting software)**.
* Ensure timely booking and reconciliation of Inter Company transactions.
* Settlement of open transaction in Ledger accounts.
* BRS (Bank Reconciliation Statement).
* Monthly **provision for Expenses**.
* TDS and GST Tax accounting. **Statutory Compliance, Statutory/Internal Audit.**
* Providing Data / Information / Audit Schedules for Internal and External Audit and ensure timely completion of the same.
* Ensure statutory compliance (**like Data Submission for Return filing**) and maintain all required documents in proper manner.
* Co-ordinate with HO Team for any Statutory Matter. **Accurate and Timely closing and Reporting (Month / Quarterly / Yearly).**
* Timely booking of monthly expenses and their comparisons with past period (like GNA, fixed production overhead, variable cost etc.)
* Co-ordination with other functions / HO / Auditors in view of day to day operation.
* Timely preparation and submission of **various reports to HO**.
* Monthly **reconciliation of stock certificates** with accounting book.
* Ensure accurate **actualization of prepaid exp.** on monthly basis.
* Mapping and controlling over **expenses with TDS deducted / not deducted**.
* Spot decision for any urgent requirements / compliances (like Assessments, Audits, and Scrutiny cases).
* Assist in meet global timeline of monthly / quarterly / yearly closing.
* Help in **valuation of Inventory** on monthly basis.
* Ensure to **release high volume of payments** to vendor before due dates to **avoid late payment charges or interest.**
* Ensure to **earn maximum cash discount** from vendors at the time of purchase.
* Ensure to **earn maximum income from late payment charges and late lifting charges** from customers at the time of sales.

**Sulekha. Com New Media Private Limited**

**Designation: -** Executive – Commercial (Finance)

**From**: - June 2013 to Feb 2017.

**Job Responsibilities**:-

* Maintaining all rules and regulations for Sales accounting and for Order Processing.
* Taking Care for Inflow Payments.
* Depositing Cash & CHQ’s in bank on daily basis.
* Preparing MIS Reports, Daily transactions walk-in, Stock Management, Daily trackers ETC. and send all these reports to concern Departmental heads.
* Solving Customer quires related on Invoice Bills or for Finance related issues.
* Coordinating with HO for Clarification and Clearance purposes.
* Coordinating with banks for Bounce CHQ’s, late Clearance or for any bank related issues.
* Preparing Proforma Invoices for Customers to generate Business revenue based on commitment details provided by Sales Folks.
* Preparing TDS report by checking appropriate calculation, according to Income tax slab rate other than salary.
* Taking Follow up with customers for **FORM 16A** if any TDS amount not reflect in **26AS.**
* Taking Care for other local branches in absence of any finance team member.
* Taking care for closing month/quarter/year.
* Sending Invoices to customers on fortnightly basis.
* Prepare advisory report on **cost control and send to Finance Manager**.
* Taking care for **Internal Audit on quarterly basis.**

**EXTRA RESPONSIBILITIES** :-

* Taking Care for Administrative related work in absence of Admin member.
* Preparing reports for Petty Cash, Spot Cash, Vendor CHQ’s / Bill’s Management.
* Coordinate with Landlord for any premises issues.
* Follow up with Finance team for **Releasing Payment**.
* Maintain Stationery and Material Stock on Monthly Basis.
* Taking care for Housekeeping, Office and Security boy’s Management works.

# Academic Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Degree** | **Institution** | **Class/Board** | **Remarks** |
| 2015 | ICAI | The Institute of Cost Accountants of India | Professional Degree | Inter - Pursuing |
| 2014 | B.Com | M.C. Shah Commerce College  (Nav Gujarat Campus) | Gujarat University | 61% |
| 2011 | H.S.C | New Saurabh High School | G.S.H.E.B | 76% |
| 2009 | S.S.C | Saurabh High School | G.S.E.B | 65% |

# Achievements

* Certificate and trophy of Merit awarded for taking part in speech on “Semester System” in the year 2013-14.

# Professional Qualifications

* Completed ***Certificate 100 hour’s course for Practical Computer Training*** from The Institute of Cost Accountants of India***.*** ***(ICAI),*** Ahmedabad.

* **Acquired skills**: Double Entry Accounting, Working knowledge on Tally ERP -9, Banking Transactions, Professional knowledge of MS Office and Internet applications.
* Completed ***Certificate Course in Professional Accounting (CCPA)*** from Six Sense skill development, Ahmedabad
* **Acquired skills**: Double Entry Accounting, Banking Transactions and Reconciliation, Taxation, Costing, Working knowledge of other accounting software - Tally 9, GST Basic knowledge and Professional knowledge in MS Office.

# Career Interest

* I aspire to develop an enriching career in accounting and taxation where I will hone my skills.

# Strengths

* I take feedback positively and work on my weakness where necessary.
* I complete my tasks with punctuality, sincerity and create positive working environment.
* I am flexible, honest and responsible.
* I have high stress tolerance and good interpersonal skills.

# Hobbies

* I like listening songs.
* I love to travel.
* I enjoy to play cricket.

# Declaration

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

Place: Ahmedabad

Date:

**Prashant Kukda.**