***RESUME*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***PREM KUMAR***

Mobile No.: 91+ 90996 55336, Email id- Prem.Gandhrva[@gmail.com](mailto:Kumar.Swami10008@gmail.com),

**I have 18 years and above experience, and independently Manage Account & Finance department** and also worked from last 12 Years of Senior Position, and successfully complete task before due date with correct & accuracy, and supporting to decision macking of management for Investment, Funding and Loans

**Educational and qualification Skills**

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| **Name of Exam.** | **Subject** | **Year's** | **Inst. / University** |
| MBA | Finance | 2011-13 | Punjab Technical University |
| M.Com | Management | 2007-08 | Govt. P.G. Collage Rampura |
| B.Com | Taxation | 2002-04 | Govt. P.G. Collage Rampura |
| 12th (H. Sec) | Commerce | 2000-01 | Govt. B.H.S.S. Rampura |
| Computer Course | Tally/MS- Office Internet | 2004-05 | Govt. I.T.I. Rampura (SBJ) |

**Presently Working with SOSYO Hajoori Beverage Pvt Ltd (Surat- Gujarat) Senior Account & Finance**

**My Job Profile and working experience as per below s**

* **Daily Reporting to Management of Financial Activity**-Daily reporting to Management of Financial Activity- And preparing Daily MIS Report Fund Flow statement, Budget Planning for utilization of Cash Credit Limit, Implement of standard practice of Reporting, provide information to Management
* **Controlling of Purchase, Expenses bill booking And Accountancy**- Day to Day Manage purchase and Expenses Bill booking and Accountancy, and matching with GRN Report, and Highlight Pending invoice of store and purchase, and also physical verification of Raw material, Capex, store spare and other item
* **Fund Arrangement/ Bank Liasoning and Payment Planning to Supplier**- Release payments as per schedule to supplier, also Including statutory payment like **TDS, GST, PF, ESI,** and managing of cash and bank book, bank reconciliation, Co-ordinate with Bank for Letter of Credit/CC Limit/Overdraft Facility BG, Renewal And Loans. And day to day Liasoning with bank for if any requirement for business Loans
* **Monthly Profit Loss Account and Balance Sheet**-Preparing Monthly Profit Loss Account, Balance sheet, and analysis, reconciliation of previous trend of the Business and current status, also matching with forecast, And relevant Information provide to management of Business Performance and status
* **Budget Control And MIS Presentation of Business Performance**- Including Actual V/s Forecast of production, dispatch department wise overhead, budget controlling, And allocate Expenses with Revenue and productions, Raw Material, Store Spare and Other Expenses, And PPT Present to management of every month, with analysis of business activity and performance for decision macking
* **Manage Statutory Compliances, Advance Tax Payment, GST, TDS Return Filling** Reconciliation of tax payment liability ledger, and match with Trail Balance, Also Reconciliation data from TB to sales purchase and expenses, Settlement of Tax Liability and Input Tax Credit, supporting to return Filling Refund Application, Govt. Hearing and Reply to Govt. department, maintained compliance with norms
* **Finalization of Accounts, Review General Ledger, And Reconciliation**- Analysis of Transaction Finalization of Trail Balance, preparing Notes of Account as Assets, Liability Revenue, Expenditure and Summarised data and prepare Profit and Loss Account and Balance Sheet, and other relevant information share to auditor for audit related activity, and also support to Implementation of advisory
* **Audit And Assessment of Govt. Agencies with Local Auditor**-Supporting to auditor for audit related activity as Statutory Audit, Cost Audit, Tax Audit, GST Audit, Including Govt. Audit and Assessment, and Reply to if any show case notice receive from Govt. Dept. And close quarry related matter on priority

**My Career highlights/Achievements of previous organization**

* **Managing Team of Account Finance And Commercial-** I have accounting team player with successful Head of Department, and supporting to my team member, colleagues, and managers as well as Internal and External auditors for audit-Assesment, I have motivate my team member for give best performance of company and build win- win culture to organization, this is most import for growth of Company/Firm
* **Working with Government RAIDS And Supporting to Investigation**- I have worked with Senior Officer of Govt. (Sales Tax) Department, and providing documents, Report At that time of Investigation Like Sales And Purchase Register, Vat And Additional Vat Credit, C form statement, Payment Challan Expense Vouchers, And Returns, bank Statement, Payment Challan, and successfully complete his requirement, and finally Department give to No Due Certificate for clearance of Audit And Assessment
* **Govt. Audit & Assessments Completed with Central Excise, Vat Tax, Service Tax, GST Etc-** Central Excise Final Audit, Income Tax Assessments And supporting with Delloite LLP And PWC,AndService Tax Audit Complete with **Director General of GST Intelligence**, IGST Refund Related Communication And Document Submit to Custom officer for Recovery of IGST Duty Paid Export refund of Rs. 18 Cr. & Above
* **SAP Implementation, Updating Records and continue to works-** Supporting to SAP Team for Implement from Miller Accounting Software to SAP, And Proper Excel Files and Data Provide to him Like- Grouping of Account Master, General Ledger Creation (Revenue, Expenses, and Assets & Liability) Ledger Creation of Vendor And Customer, And Stock Inventory Master Creation with HSN Code wise And fixed Assets register grouping auto generate deprecation, uploading Closing Balance, Inventory etc
* **Accounting Record Upgrade -Filling Systems Integration**- I have check all voucher of Purchase And Expense and his supporting And proper filling with giving proper numbering of month wise, and All Files Arrange and binding with contractor, And Best Employee Performance Award given by company by me
* **Social Activity My Personal Achievement-** Three Year Associates with Gram Vikas Samiti And NSC (National Service Scheme) For Improvement of Village People life, giving advice to him for aware for good life And Providing Information for Medical (Hospital) Facility and other Govt. Scheme And Benefits

**My Previous Company Experience**

* **Bhilwada Textile Industries** is cotton processing unit at Ahmedabad, I have worked As Manager Account from Oct 20 to Sep 23, and managing of account & Finance related activity, finalization of account, audit, assessment, Profit And loss Account, Balance sheet
* **Highly Electrical Appliances India Pvt. Ltd.(MNC)** Highly is AC Compressor Manufacturing Company Ahmedabad, I’m Handling of Fixed Assets working, Prepaid Expenses, outstanding provision, supporting to auditor & Assessments from May 17 to Oct 20, As Assistant Manager
* **Bunge India Pvt. Ltd (MNC) is Edible Oil Manufacturing Company** Location Bhachau And I’m Responsible Return filling of Vat/Sale Tax Return, Central Excise Return, TDS And TCS Return Issued Received form C-H-F, From April 13 to Sep 16, As An Executive Account And Commercial
* **Kandla Steel Pvt. Ltd.is Corrugated Steel Sheet Manufacturing Company** Gandhidham Distt Kutch Gujarat and I’m handing of Purchase And Expenses Bill Booking, Vendor And Customer Aging, Reco and account confirmation, From March 09 to April 13 Designation Account officer
* **Jeet Plastic Product Manufacturing Co**.-I have start my career from (Neemuch) March 2004 from the post of Accountant and successfully completed task like Data Entry of Purchase and Expenses bill booking, Maintaining of Cash book And Bank Book And Etc works as on March 09

**Other Activity**

Reference : -Vice President HR Highly Electrical Appliances India Pvt. Ltd.

Ability- skills : -Better communication, and problem solving attitude

Social Activity : -Three Year’s associates with gram vikas samiti

Objective : - Successfully Complete task before due date

Strength : -Team management and co-operative nature

**Personal Details**

Name : -Prem Narayan Gandhrva

Father name : -Late Shri Laxmi Narayan Gandhrva

Languages known : -English and Hindi

Contact No. : -90996 55336

Marital status : -Married

Nationality : -Indian