

Prashant Lanjewar

Accounts Manager || Head Accounts || Assistant Accounts Manager
E-Mail : prashant.lanjewar74@gmail.com Cell No.: 7744919554

◆ Key Skills

- ◆ Financial Management
- ◆ Budgeting and Forecasting
- ◆ Team Leadership and Management
- ◆ Financial Reporting and Analysis
- ◆ Regulatory Compliance
- ◆ Process Improvement
- ◆ Audit Management
- ◆ ERP Systems (ERP, Tally)
- ◆ Sage ERP
- ◆ Inventory Management
- ◆ Accounts Payable and Receivable
- ◆ GST Computation, TDS Computation
- ◆ Age Payables ,Payroll and Salary Management
- ◆ P & L and Balance Sheet preparation & Finalization
- ◆ Cash Flow Statements
- ◆ Bank Reconciliation
- ◆ Microsoft Excel(Piot table, V-Lookup, Data validation advance excel) and other Office Suite applications

Educational Details

- ◆ MBA Second Year Appear: Nashik University
- ◆ M.Com : Nashik University -56% - 2018
- ◆ B.Com : Nashik University - 61% -2014
- ◆ H.S.C. : Amravati Board – 63% - 2001
- ◆ S.S.C. : Amravati Board - 49 % -1999

Personal Details

Language Known : English, Hindi, Marathi
Date of Birth : 26th Apr. 1983
Address : Flat No.D- 905, Purple Bloom Society, Sai Park,Near Walke Pertol Pump,Dighi,Pune-15

Profile Summary

- Managed a team of [10] accountants, providing leadership and guidance to ensure accurate and timely completion of financial tasks.
- Managed the preparation of monthly, quarterly, and annual financial statements, including balance sheets, income statements, and cash flow statements.
- Oversaw the preparation of monthly financial statements, budgets, and forecasts, providing insights and recommendations to management for decision-making.
- Developed and implemented accounting policies and procedures to ensure compliance with regulatory requirements and internal controls.
- Conducted regular reviews of financial processes and systems, identifying areas for improvement and implementing solutions to enhance efficiency and accuracy.
- Collaborated with cross-functional teams to streamline financial operations and improve communication and collaboration across departments.
- Led the annual audit process, liaising with external auditors and ensuring all documentation and reports were prepared accurately and submitted on time.
- Built and maintained strong relationships with external stakeholders, including auditors, regulators, and financial institutions.
- Managed day-to-day accounting functions, including accounts payable, accounts receivable, and payroll processing and general ledger activities.
- Prepared and analyzed financial reports, variance analysis, and budget vs. actual performance to support decision-making and strategic planning.
- Implemented automated systems and processes to streamline accounting workflows and reduce manual errors.
- Assisted with the year-end financial close process, including reconciliations, journal entries, and financial statement preparation.

Work Experience:- 12Year++

1. Srinivasa Infra Builcon(I)Pvt Ltd(Con)
Sep 2019 To Current date
- 2.PratibhaKrushiPrakriya Ltd(Mfg)
Jan 2018 To Sep 2019
- 3.Faosos Food Services Pvt Ltd (Food Services)
June 2014 To Jan 2018
4. Opus Software Solutions Pvt Ltd (MNC)
July 2012 To Jun 2014
- 5.Shreeji Sales Corporation (Trading).

Assignment Profile:

1. Company Name :- Srinivasa Infra Buildcon India Pvt Ltd

Designation: - Accounts & Finance Manager

Duration: - 05 Sep 2019 To Current date

Job Profile: - Core Accounting And Finance Management

- ❖ Working on financials, Audit Compliances, ledger Scrutiny, Payroll, Provision, Prepaid and Asset
- ❖ Preparing project wise budget, Budgetary cash flow, cost center report and project wise PNL and Outstanding and advances.
- ❖ Handling Bank Matter, OD\CC loan renewal and enhancement, Fore closure and ECS change compliances. Vehicle Loan, Machinery Loan, Business Loan, Bank Guarantee etc. and legal compliances with bank.
- ❖ Providing the Advance and Performance Bank Guarantee to client as well receiving the same from vendors.
- ❖ Scrutiny & reply to GST department towards GST Notice 2018-19 & 2019-20
- ❖ Director/Founder ledger scrutiny, Insurance etc. and to provide data to CA for return.
- ❖ Supplier ledger scrutiny with GSTR 2B, GST credit reconciliation, GST E-Invoicing..
- ❖ Working on GL, P&L accounts & Balance Sheet
- ❖ Monthly TDS, RCM, GST working, GST reconciliations, payment and return.
- ❖ Working on monthly closing activity – Provision, Prepaid and Asset Depreciation.
- ❖ Working on Bill wise outstanding, Ageing and open advances
- ❖ Site Petty Cash management, labour advance, labour kharchi etc.
- ❖ Invoice bill booking and payments
- ❖ Coordinating with CA and CS regarding Financial and Audit
- ❖ Reporting to Director regarding site wise payment, expenses and cash flow
- ❖ Making supplier bulk payment with NEFT banking.

2. Company Name:-PratibhaKrushiPrakriya limited

Designation: - Sr. Accountant

Duration: -05 Jan 2018 to 4 Sep-2019

Job Profile: - Core Accounting

- ❖ GST Reconciliation, Payment and Return.
 - ❖ Finalizing Trial Balance, P&L Accounts & Balance Sheet.
 - ❖ Preparing Monthly MIS/EBITDA STORE and HO basis.
 - ❖ Working on Monthly Closing Activity-Provision, Depreciation and Prepaid
 - ❖ Submission of Monthly and Quarterly Stock Statement and QIS .
 - ❖ Experience in GL- Accounting, Intercompany Reconciliation, Bank Reconciliation Debtor and Creditor ageing, Banking operation, ledger Scrutiny, Payroll Accounting, Working on Accrued Income and Accrued Expenses, Deferred revenue and Deferred Expenses etc
 - ❖ Having sound knowledge of TDS Payment and Return.
 - ❖ Assign role in Due Diligence.
 - ❖ Invoice Booking as per PO/GRN RCM and Payment
 - ❖ Employee travel & conveyance booking as per Company policy & reimbursement.
 - ❖ Petty cash management, advances & settlement.
-

3. Company Name:-Faasos Food Services Pvt Ltd,Baner, Pune

Designation:-Sr. Accountant

Duration:-17 June 2014 to 04 Jan 2018

Job Profile:- Account Payable (Pune City)

- ❖ Monthly MIS working , provision/depreciation& prepaid working. bank reconciliation, vendor reconciliation& working on ageing report & profitability report
- ❖ Statutory calculation, payment & written file.
- ❖ Vendor bills booking as per GST & RCM & Payments as per PO/RCP , GRN.
- ❖ Employee travel & conveyance booking as per policy & reimbursement.
- ❖ Petty cash management, advances & settlement.
- ❖ Vendor Payment and ledger scrutiny.
- ❖ MPC Top-up & expense booking
- ❖ Monthly store utility, electricity & rent bill booking & payment.

4. Company Name: - Opus Software solutions Pvt.Ltd. (MNC), Commer Zone (Yerwada).

Designation: - Executive- Accounts

Duration: - 25 July 2012 to 15 Jun 2014

Job Profile:-

❖ **Accounts Payable**

- Booking of all vendors bills including HR, Admin, ITS
- Vendor Master update
- Statutory calculations-TDS, Service Tax ,Vat etc.
- Vendor Payment
- Monthly Provision Entry
- Prepaid & Depreciation monthly working

❖ **Travel Expense Booking**

- Domestic travel expenses booking as per company policy
- Foreign travel expense booking as per company policy
- Settlement of Domestic/Foreign travel of employee.

❖ **Cash/Bank**

- Petty cash expenses
- Bank reconciliation
- Bank entry
 - Day to day bank reconciliation ,Monthly Inter branch reconciliation etc .Cash & Funds Management

❖ **Accounts Receivable**

- Sale entries with AMC, WIP & Sale Advance & Provision
-

5. Company Name: - Shreeji Sales Corporation (Trading), Hyde Park (Swargate).
Designation: - Junior Accountant
Duration: - 1 Feb 2011 to 31 May 2012

Job Profile:-

- ❖ Account Receivable/Payable
 - Making Excise-Sale/Purchase entries, Multiple Sale/Purchase with Minimum & maintenance Clause.
 - Making Payment & Receipt & Debit / Credit Note entries.
 - Maintaining & updating regular stock book with opening & closing Balance.
 - Petty cash management and advance settlement.
 - Handling Online Bank book, making RTGS & NEFT .
 - Vendor and bank reconciliation and confirmation.
 - Taking orders from customer & payment follow-ups for the same.

Professional Courses:

- 1) Certificate in Tally 9.0 from Oyasis – Amravati.
- 2) Certificate in Tally ERP 9 from Raj RajendraElectrosoft – Pune.
- 3) Certificate in MSCIT from CCIT Amravati.
- 4) Certificate in Taxation from Kate Institute Pune.

Prashant Lanjewar

Place:

Date:
