

Prashant Lanjewar

Accounts Manager || Head Accounts || Assistant Accounts Manager
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<ul style="list-style-type: none">◆ 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(Pivot table, V-Lookup, Data validation advance excel) and other Office Suite applications	<p>Profile Summary</p> <ul style="list-style-type: none">➤ 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.
<p>Educational Details</p> <ul style="list-style-type: none">◆ 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	<p>Work Experience:- 12Year++</p> <ol style="list-style-type: none">1. Srinivasa Infra Builcon(I)Pvt Ltd(Con) Sep 2019 To Current date2.PratibhaKrushiPrakriya Ltd(Mfg) Jan 2018 To Sep 20193.Faasos Food Services Pvt Ltd (Food Services) June 2014 To Jan 20184. Opus Software Solutions Pvt Ltd (MNC) July 2012 To Jun 20145.Shreeji Sales Corporation (Trading).
<p>Personal Details</p> <p>Language Known : English, Hindi, Marathi</p> <p>Date of Birth : 26th Apr. 1983</p> <p>Address : Flat No.D- 905, Purple Bloom Society, Sai Park,Near Walke Pertol Pump,Dighi,Pune-15</p>	

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: