

## **CURRICULUM VITAE**

### **Prasad Laxman Dontula**

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### **OBJECTIVE:**

To be part of a company where I would be able to ideally work with the accounts and finance team in developing the progressive growth of the company and at the same time make myself able to discharge my individual duties & responsibilities and thereby enabling me to be more creative towards the growth of the company. I also look forward to being rewarded with more challenges and aim to expand my level of responsibility to take my career to the managerial level.

### **SOFT SKILLS:**

- Certified course in Computerized Accounting. Tally
- MS-Office (Advanced Excel)
- JD Edwards-Oracle
- Microsoft Navision 2016

### **ACADAMIC EDUCATION:**

EXAMINATION	BOARD / UNIVERSITY	YEAR OF PASSING	CLASS	PERCENTAGE
M.Com	University of Pune	Apr-2013	Second Class	52.25
CWA (Inter)	Institute of Cost Accountants of India	Dec-2012	Cleared	First Attempt
B.Com	University of Pune	Apr-2011	Higher Second Class	55.75
H.S.C	Maharashtra State Board	Feb-2008	First Class	65.17
S.S.C	Maharashtra State Board	Mar-2006	First Class	63.63

### **PERSONAL Skill:**

- Fast Learner
- Confident, Hardworking, and sincere.
- Ability to complete task in time.
- Knowledge of Direct and Indirect Taxes

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## **EXPERIENCE IN COMPANIES:**

1. Consultation: Presently working as freelancer on case to case basis.
2. Nihilent Limited :- Accounts Executive (Accounts Payable)  
Accounting Software : Microsoft Navision 2016

### **Job Responsibilities were: From 1<sup>st</sup> of June 2022 to 01<sup>st</sup> Feb 2023**

- Efficiently process vendor invoices and maintain up to date system
  - Prepayment Entries
  - Ledger Reconciliation
  - Monthly closing
  - Audit related activities
3. **RSB TRANSMISSION (INDIA) LTD, PUNE:** - As Accounts Executive (Finance & Accounts) one of the reputed transmission parts manufacturing company such as axels, gearbox etc.  
Accounting Software: JD Edwards (Oracle base)

### **Job Responsibilities were: From 20<sup>th</sup> Jan 2018 to 03<sup>rd</sup> Feb 2020**

- **Account's receivables:**  
Review open accounts from the daily Aging Report.  
Monitor and maintain the assigned accounts.  
Collect the customer payments in accordance with payments due date and applying in ERP accurately.  
Timely follow up on payment arrangement from customer and monitor to ensure receivables are collected in a timely manner, and escalate in case of non-payment.  
Act as a liaison between customer, sales, billing and various internal departments to ensure smooth flow of transaction and resolution of issues if any.
- Bank Reconciliation
- Monthly and Weekly Cash Flow Statement
- Customers and supplier ledger reconciliation.
- Assist in MIS
- Monthly Closing
- Attending statutory, Internal Audit
- Assist in Annual finalization of accounts.

### **Job Responsibilities were: From 15<sup>th</sup> Dec 2014 to 20<sup>th</sup> Sep 2015**

- Accounts Payables:  
Processing payments through RTGS/NEFT and Cheque Payments  
Vendor account reconciliation  
Solving queries related to vendor accounts  
Monitor and Maintain the assigned accounts.  
Liaison between vendors and internal departments to ensure smooth flow of transactions  
Bank Reconciliations
- Monthly closing
- Assisting in MIS reporting
- Assist in annual finalization of accounts.
- Attending statutory, Internal Audit

4. **Yoga Enterprises (Proprietary Firm):** As Account Assistance from May.11 to Oct.13  
Accounting Software: Tally ERP 9.0

**Job Responsibilities were:**

- Maintaining petty cash book.
- Preparation of Bank reconciliation on daily basis.
- Monthly vat return.
- Preparation of tax invoices, challans.
- Making payments to all vendors and official expenses.
- To verify and pay of all expenses of employees as per company.
- Looking in day to day transactions.
- Physical verification of inventory.
- To regular follow-up outstanding payments and reconciliation.
- Issue of Debit & Credit Notes.
- Cheque payment and collection entry in system. And all related work.

**PERSONAL DETAILS:**

**Date of Birth** : 12<sup>th</sup> Dec 1990  
**Gender** : Male.  
**Marital Status** : Single.  
**Nationality** : Indian.  
**Religion / Caste** : Hindu / Padmashali.  
**Languages known** : English, Hindi, Marathi & Telugu.  
**Hobbies** : Listening music, Workouts

I hereby declare that the above details are true and correct to the best of my knowledge.

**Place: Pune**

**Date:**

**You're Sincerely**  
**(Prasad. L. Dontula)**

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