



NIKAM DURGA PRABHAKAR

Open to Work

A/P Urul, Tal Patan, Dist. Satara, Maharashtra, 415109 , India

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JOB SEARCH PREFERENCES

Work Status	Employed At Work
Job Search Progress	Open to Work



LOOKING FOR

Position Designation	Accounts
Work Type	Full Time
Location	Navi Mumbai
Expected Salary	8 Lakh +
Notice Period Duration	30 days



ABOUT ME

PROFILE SUMMARY ►

- A result-oriented professional with rich and wide experience of more than 13 years in Accounting, Finance, Compliance, Direct, and Indirect Tax, ROC Compliance, Reporting, and other related functions.
- Provided information on the financial decision-making process through analysis, financial projections (planning, budgeting, and forecasting), and reports; introduced scalable financial controls into operations.
- Wealth of expertise entails managing financial accounting, receivables & payables management, ledger books, statutory books of accounts, bank reconciliation statements, no-time invoicing to the customers, and contacts management.
- Exhibited excellence in developing financial accounting strategies in coordination with top management, implementing company procedures and practices & collaborating with auditors.
- Implemented internal audit procedures which identified significant annual cost savings and revenue opportunities.
- Successfully developed and implemented financial/operational controls for planning, control, reporting & review processes through appropriate MIS to optimize the use of resources & thereby improve P&L scenarios.
- An effective leader with proven skills in leading & motivating teams during the project phase; holds

expertise in Influencing, Decision-making & Conflict Management skills.

- Experienced ISO auditee company in which my skills and knowledge can be fully utilized for the bettering of the establishment.
- Successfully developed and calculated salary registers and employee-related taxes.

IT SKILLS ►

- I'm very familiar with MSCIT
- Good understanding of Edit Log Prime Tally.
- Worked in MS Office, Internet, and Outlook

CORE COMPETENCIES ►

- Finance and Accounting
- MIS Reporting
- Process Execution
- Audits and Inspections
- Reconciliations
- Taxation
- Team Building & Leadership
- Knowledge Sharing

EXTRACURRICULAR ACTIVITIES ►

- Attended "Statics Quiz Competition" Organized by Shivaji University Statistics Teachers Association (2006-2007).
- Completed "The Shiledar (2007 – 2008) Leadership Development Camp" Organized by Shivaji University (SUSTA) Kolhapur in Bhai Academy, Panchgani.
- Participated in "Infosys Personality Development Course " in 2007-2008 Organized by Infosys & Shivaji University, Kolhapur.
- Worked as "Genral Secretary" in Balasaheb Desai College, Patan in 2007-2008.

Gender Female

Date of Birth 1988-05-18

Blood Group O+

Relationship Married



WORK EXPERIENCE

DESIGNATION : Senior Manager

EMPLOYER | ORGANIZATION : GEM Engserv Pvt. Ltd., CBD Belapur

DURATION : February, 2015 - Present

DETAILS :

DESIGNATION : Accountant

EMPLOYER | ORGANIZATION : Sanika Chemicals Pvt. Ltd., Belapur, Navi Mumbai

DURATION : January, 2010 - January, 2015

DETAILS :

DESIGNATION : Accountant

EMPLOYER | ORGANIZATION : Matrix Biomedics Pvt. Ltd., Pune

DURATION : January, 2010 - February, 2011

DETAILS :

DESIGNATION : Account Assistant & Billing Executive

EMPLOYER | ORGANIZATION : Checkmate Facility & Elec. Solutions Pvt. Ltd. (Corporate Office), Pune

DURATION : March, 2009 - January, 2010

DETAILS :

DESIGNATION : Account Assistant

EMPLOYER | ORGANIZATION : M.H.Bohade & Company (CA Firm) Thane

DURATION : November, 2008 - March, 2009

DETAILS :

- Maintaining and reconciling accounts as well as preparing reports; creating, documenting, and posting complex journal entries; recording various inter-company transactions and cost allocations; monitoring day-to-day accounting transactions in Tally 9.
- Adhering to accounting controls by following policies and procedures in compliance with legal and regulatory requirements.
- Performing periodic reconciliations of selected ledger accounts on a monthly or quarterly basis
- Summarizing current financial status by collecting information; preparing the balance sheet, profit and loss statement, and other reports.
- Facilitating audit compliance by collaborating with supervisors to update purchase orders, and initiating changes in the prepaid expense. checks process to reduce company costs; coordination with bank, CA & ROC
- Coordinating with the financial management team to support the financial closing process.
- Completing revenue and expense analysis; analyzing financial data and providing management with suggestions for improvement.
- Supervising Monthly Tax (GST,TDS On Salary & other than salary) and preparing GST Returns & TDS returns
- Monitoring Returns & E-payment of PF, ESIC, MLWF & PT and also preparing salary, purchase, and sales entry in Tally 9.
- Conceptualizing and preparing various Reports on a Daily & Monthly Basis; P&L Accounts, MIS reports, Projected P&L Accounts, Budget & Budget V/s Actual report, Invoice Tracking, Statement of Accounts, Manpower Histogram (Planned V/s Actual for each Project in Excel), and so on.



EDUCATION

Bachelor degree

Bachelor of Commerce

COLLEGE | INSTITUTE : Shivaji University, Kolhapur

UNIVERSITY : Shivaji University, Kolhapur

DURATION : 2008 - Completed



LANGUAGES

English	Professional working proficiency
Hindi	Professional working proficiency
Marathi	Professional working proficiency



DECLARATION

The above mentioned details are true to the best of my knowledge and given a chance, I shall discharge my duties to the entire satisfaction of my superiors. Hope that credentials satisfy your requirement & looking forward for further contacts.

Date 2023-04-28

Place Thane