

CURRICULUM VITAE



PRASHANTH SHRIDHAR SUVARNA

MOB:- +91 9967270255

Permanent Add : Room No-26, Plot No. 163, Shreerang Co-op Hsg Society Charkop, Kandivili (W), Mumbai – 400 067

Present Address : Room No 304 Om Kalpatharu Chs Near Akruti Trade Centre MIDC Andheri East Mumbai -400 093

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Objectives

- To the best through result oriented approach and efficient work.
- To fulfill the ambition of becoming one among the best profession.

Strengths

- Leadership Qualities, optimistic, Self-Confident approach and positive Nature Carrier Goal.
- To make significant contribution in an environment, that provides opportunities for professional growth & increasing responsibility.
- More importantly, working harmoniously in a team to bring for the best from self and every one.

Educational and Professional Qualification

- Completed Master of Commerce from Mumbai University , India
- Completed Bachelor of Commerce from Mangalore University. Karnataka , India
- Completed H.S.C From Karnataka Board , Karantaka , India
- Completed S.S.C. From Karnataka Board , Karantaka , India

Computer Proficiency

Operationg System: MS DOS ,Windows 95/98,Windows XP ,Windows NT

Application Proograms : MS Office

Accounting Package : Tally 7.2 ,Tally 6.3,Tally 5.4,Tally9 ERP Prime ,IDS Fortune

Work Experince

- Present working as an **Senior Accountant** at **Tunga International Hotel a Group of Tunga Hotels**, Andheri East , Mumbai , India Since 2003 (Twenty Two Years)
- Worked as an Accounts cum Audit Assistant for a period of Six Months at **Chartered Accountant Raja Ram Shetty** , Udupi , Karnataka , India

Current Job Profile :

- Preparing MIS Report, Daily Collection Reports
- Making Bank Receipts and Payments Entries
- Handling Bank /Cash Deposit and Withdraw
- Handling the Petty Cash Vouchers and Main Cash Account
- Bank Reconciliation
- Sundry Debtors / Sundry Creditors Reconciliation
- Processing Salary / Incentives / Service Charges / Tips to the Employees
- Handling Debtors and Creditors Independently
- Maintaining Sales Books , Purchase Books ,Bank Books,Cash Books
- Making the Treasury Payments i.e ESIC , PF , PT , GST ,MLWF,VAT , TDS Etc
- Preparing GSTR Statements and Cordinating with Tax Consultants
- Making Payment to the Vendors by NEFT / RTGS / CHEQUES
- Reconciliation Other Books of Accounts
- Follow-up with clients regards Outstanding Dues
- Handling Operation Teams
- Handling Customer queries regards transactions and Invoices
- Handling Individual Books of Accounts of Directors
- Reporting to the Accounts Manager
- Assisting in Finalization of Accounts

Personal Details

Date of Birth : 01st January 1982

Gender : Male

Nationality : Indian

Religion : Hindu
Marital status : Married
Languages Known : English , Hindi & Kannada
Hobbies : Playing Cricket , Listening Music

PASSPORT DETAILS

Passport Number : K7559607
Date of issue : 14/12/2012
Date of Expiry : 13/12/2022

Declarations

I hereby confirm that the information above is true to the best of my knowledge and belief.

Place : Mumbai

Date : 11th July 2025 (Prashanth Shridhar Suvarna)