**JITENDRA PRASAD**



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**In quest of challenging assignments in the domain of Accounting/Auditing & Taxation/ General Administration with an organization of repute.**

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| *OBJECTIVE:* |
| An astute professional with degree of ***Cost and Management Accountant (CMA)*** and Semi Qualified of ***Company Secretary (CS-Final)***, having an aim to deliver a challenging role in an organization that offers growth and development based on proven ability and to make a positive contribution through my knowledge, skills and personal commitment into the organization and to continuously strive for perfection and self-satisfaction. I want to serve an organization that trains, educates and calculates professional discipline and standards within me. | |

**SYNOPSIS**



* A detail oriented professional with a total of **13 years** of experience in Accounts, Taxation & Compliance, Audit and Finance.
* Presently serving ***Flexituff Ventures International Limited*** formally known as Flexituff International Ltd **at New Delhi (Okhla Industrial Estate).**

FVIL is engaged in the business of Manufacturing of HDPE/PP Woven sacks and FIBC/Jumbo Bags. The Company manufactures a range of FIBCs throughout the world. Also engaged in Geo synthetics products like GRW, Geotextile Mattress, Woven and Non- Woven geo textile Fabric, Geo-tube, Geo-Cells and Geo bags (Small, medium & large) which protection and used in hill slope stabilization, Erosion control, land slide repair, riverbank protection and road embankment, Pavements, Highway & Runway, Solid waste Landfills and Drainage Works etc.

**Designation :- Accounts Manager & MIS**

**Current Salary :- Rs. 10,25,000 Lacs P.A.**

**Notice Period :- 2 month (As per company Norms) but Negotiable**

**Report :- AVP & AGM (Commercial & Accounts) and CFO**

* Managing and overseeing the daily operation of accounting department of our regional as well as branches (West Bengal, Assam, New Delhi, Uttar Pradesh, J&K, Odisha and Bihar).
* Monitoring and analyzing accounting data and producing financial reports or statements for the management.
* Preparation of **MIS & Income Statement and Fund Flow Statement** details on monthly basis and submit report to H.O for submission as whole.
* Annually and quarterly Finalization of **Financial Statements** and **Balance Sheet** of our company as well as our JVs and LLPs companies with help of subordinate and submit to H.O for consolidate.
* Preparation of weekly, monthly and Quarterly Budget for Irrigation and Water Resources Division Govt. running project and disbursement or fulfill financial requirements as per their need of joint venture and LLP’s companies and project sites.
* Reconciliation of **Accounts Receivable** and **Accounts Payable** ledgers on quarterly basis and prepare ageing report and submit to H.O as well as company internal auditor.
* Monthly Prepare, Verifying and E-filling return and online payment and compliances of **GST Return (West Bengal, Assam, New Delhi, Uttar Pradesh, J&K, Odisha and Bihar)** & **Profession Tax** of our branchesand submit details of payment challan timely.
* Handling of Import and Export matters under the new GST regime of our state branches and maintaining and following up all compliances related to these in the right manner.
* Online payment of monthly taxes of **TDS, EPF** & **ESIC** andgenerate Challan and filing return of our JVs and LLPs partner of these division.
* Work, finalize and complete Sales Tax Assessment and GST Assessment for the company as per time period (West Bengal, Assam, New Delhi, Uttar Pradesh, J&K, Odisha and Bihar).
* Verified the related documents and monthly report of **L.C., B.G** & **EMD** to the management.
* Managing & Coordinating **Internal** and **Statutory audits** likes Commercial, Stores, Compliance of labour laws, Accounts, Expense review and attending to their queries and follow up with the concerned Department for inputs/management comments on Internal Auditor's query and ensure implementation of recommendation in time.
* Approving **Domestic Travelling Expenses, project execution expense, contractor bills** and **Various Expenditure** before considering in books of accounts.
* Approving Tax Invoices and Vouchers like Payment, Receipt & Journal in the company software.
* Coordinating physical inventory verification of regular intervals as well as management discretion.
* Quarterly prepare audit report of company various project sites which run under LLP’s & JV’s of this company.
* Key Contribution to annual budget process, working with various departments head to review the activities, trends and future obligation.
* Generating **product wise cost statement** and **inventory valuation report** as well as consumption report of inventory used in projects.
* Prepare **Projected Cost** or **Budgeted Cost** for running projects and disbursement of funds on respective projects.
* Prepare project status and collection report as required by management for review in the time bird for complete the same as per norms of Govt.
* Visit various Govt. WRD & Irrigation Division for collection of payment certificates as well as project completion certificates letter.
* Undertake such other duties as may reasonably be required, consistent with the nature and grade of the post.
* Undertake appropriate training and personal development as required for the role on the new joining.

**From 2nd Dec 2013 to 31st December 2014**

Work on **JAYVEE GROUP OF COMPANIES (JR EQUIPMENTS PVT.LTD) at City Office –Kolkata and Raipur.**

**Designation :- Manager (Accounts, Taxation & Finance)**

**Report :- GM (Commercial) and Director**

* Reviewing and controlling accounts receivables and payables through ageing reports.
* Preparation of **MIS & Income Statement** details monthly as per requirement of organization.
* Reconciliation of debtors & creditors ledgers and prepared ageing report on quarterly.
* E-filling return and reconciliation of **TDS,** **SERVICE TAX, VAT, CST, E. Tax, ESI, Provident Fund & Profession Tax** and submit details of payment challan timely.
* Make **TDS computation of the employees** and Issue income & investment declaration **FORM (16 & 16A)** to compute TDS correctly.
* Finalization of **Financial Statements** and **Balance Sheet** of the companies.
* Basic knowledge of **Income Tax**, such as filing statutory returns, attending assessment, and obtaining order in favor of the company.
* Valuation, Monitoring and Control of **Closing Stock (Inventory)**.
* Work, finalize and complete Sales Tax Assessment for the company with consultant.
* Verified & prepared of L.C. & B.G. to the company.
* Follow up, Submit, and upload online **Form “C” & “F”** of the customer and Online generation and utilization of **Waybills**.

**From 4th July 2011 to 28th November 2013**

Work for the **BRG GROUP OF COMPANIES (BRG IRON & STEEL CO. PVT.LTD) at Head Office - KOLKATA**.

**Designation :- Officer (Finance & Accounts)**

**Reports :- President, GM & Manager (Finance & Accounts)**

**AREAS OF EXPERTISE**



**Finance & Accounts**

* Preparing and maintaining statutory books of accounts viz., journal, ledger, cash and Bank books.
* Review GL reconciliation with sub ledgers – Payables & Receivables.
* Review of employee Loan & advance ledgers and prepare monthly report and reconciliations their ledgers.
* Ensure finance clearance for employees exists.
* Checking & Approving Foreign & Domestic Travelling Expenses and Vouchers like payment, receipt and Journal and reimbursement of various expenses of employees.

**Receivables & Payables**

* Preparing & following up of bills receivables; invoicing with debtors, conducting ageing analysis with an aim to keep receivables under control, collections of payments etc.
* Reconciliation of debtors & creditors ledgers and prepare aging report for their outstanding.

**Statutory Compliance/Taxation**

* E-filling return of **TDS,** **SERVICE TAX & P.TAX.**
* Submit **EPF & ESI** Contribution timely.
* Make **TDS computation of the employees** for deduction of TDS from their salary.
* Issue income & investment declaration **FORM (16 & 16A)** to compute TDS correctly.

**General Administration/Costing**

* Monitoring and preparing monthly **MIS reports**.
* Responsible for reconciliation of **(EXCISE, TDS, CST, VAT, E. Tax, S. Tax, ESI, Profession Tax & EPF)**.
* Help in preparation of **Standard & Variable Cost, Cost Sheet & Cost Audit** reports of the companies.
* Valuation of Closing Stock of **Raw Material, Finished Goods & WIP**.
* Physical Stock Verification at year end of company plant.

**From 4th January 2010 to 30th April 2011**

Work on **Jain Co Garments (Manufacturer, Trader and Exporter of Kids Garment) at Kolkata Office.**

**Designation :- Account Assistant**

**Reports :- Manager (As a Whole)**

* To manage day-to-day operation of the accounts and administrative department work of the company.
* To manage accounts payable (bills payments, salaries, handling petty cash and reimbursement of employee expenses etc.) and receivable through cash / cheque / voucher in a timely recording in system.
* To maintain and reconcile cash / banking transaction of daily accounting.
* Working on [sales and purchase ledgers](https://www.totaljobs.com/careers-advice/job-profile/finance-jobs/purchase-ledger-clerk-job-description) and raise tax invoice and Debit/Credit Notes.
* Prepare manual voucher for daily office expenses and verify and reimburse the expense bills.
* Collection of debts from the customer and prepare aging report.
* Recording of documents and files in systematic ways.
* Collection of outstanding dues from the Customer and report to seniors.
* Monthly review of office administrative work and fulfill the requirements.

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| *PROFESSIONAL QUALIFICATIONS:* | | | | | | |
| **Examination** | | **Year** | | **Institute** | **Performance** | |
| **The Institute of Cost Accountants of India.** | | | | | | |
| ICWA(Final-IV) | | JUNE 2011 | | ICWAI | 50.50% | |
| ICWA(Final-III) | | DEC 2010 | | ICWAI | 52.00 % | |
| ICWA(Inter-II) | | JUNE 2009 | | ICWAI | 55.50% | |
| ICWA(Inter-I) | | DEC 2009 | | ICWAI | 53.50% | |
| **The Institute of Company Secretaries of India.** | | | | | | |
| C.S. FINAL (II & III) | | FEB 2012 | | ICSI | 51.00% | |
| C.S. INTER (I & II) | | DEC 2010 | | ICSI | 53.00% | |
| *ACADEMIC QUALIFICATIONS:* | | | | | | |
| **Examination** | **Year** | | **Institute/Board** | | **Division** | **Performance** |
| M.Com | 2009 | | V.U | | 2nd | 52% |
| B.Com | 2005 | | C.U | | 2nd | 44 % |
| Class – XII | 2002 | | WBBOHSE | | 2nd | 52 % |
| Class – X | 2000 | | WBBOSE | | 1st | 60 % |

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| **COMPUTER PROFICIENCY:** |
| * Knowledge of financial & accounting packages such as **ERP FACT.NG, ERP (HERCULES) and TALLY ERP- 9.** * Proficient in Ms-Excel, Ms-office outlook and other Ms-Office tools such as Word and Power Point. * Knowledge of Internet and online procedures on Govt. portal. * Computer Certificates issued by ICWAI. |

**PERSONAL DETAILS**



**Father’s Name :** Shiv Ji Prasad

**Address :** 101, Sarat Pally 1st Bye Lane, South Baksara Village Road Howrah, Kolkata West Bengal-711110.

**Date of Birth :** 04th July 1984

**Sex :** Male

**Marital Status** **:** Married

**Religion**  **:** Hindu

**Languages Know :** English, Hindi and Bengali

I hereby affirm that the information in this document is true, complete and correct to the best of my knowledge and belief.

**Date: - 09-08-2023 Jitendra Prasad**

**Signature**

**Place: - New Delhi**