

Bhakta Prahalad Dhal

(DOB – 04th April. 1983)

Present Address:

Bhakta Prahalad Dhal
A-57, East Of Kailash
New Delhi-65
E-mail: prahalad.bhakta833@gmail.com
E-mail: prahalad_bhakta@rediffmail.com
Contact no.8700252225 /9777056361

Permanent Address:

Bhakta Prahalad Dhal
At/Po.Dhatika
Via. Suliapada
**Dist Mayurbhanj
(Orissa)**

Objective	“A professionally challenging career, which will provide opportunity for continuous growth and learning with a dynamic organization which values individual contribution. To contribute effectively in a growing in organization and challenging environment.”
Experience	<p>Since May’2018 Picturesque Art and Framing Accountant</p> <ul style="list-style-type: none"> ✓ Operating knowledge of Tally.ERP 9 ✓ Book keeping computerized ✓ Bank Reconciliation Statement ✓ File Maintenance & Daily collection report as per specified MIS Format ✓ Coordination with Bank ✓ Preparation of Daily bank Position and fund status. ✓ Maintaining documentation of Accounts records ✓ Maintaining Cash / Bank Receipts & Vendor Payment. ✓ Handling Sales Invoice , Purchase Order, Performa Invoice, Quotation daily basis ✓ Sales/ Purchase/ Journal entry by Tally ✓ Prepare Salary, Voucher Preparation. ✓ Prepare cheque printing by tally ✓ Handling day to day Accounting. ✓ Stock maintains weekly basis (All showroom) ✓ Daily sales report maintains all showroom ✓ Responsibility of TDS, ✓ GST (Preparation GSTR-1,3B,) ✓ Coordinating With CA. <p>Since 2015 to April’2018 R.K. ASSOCIATES (Placement & Outsourcing, Hardware Manufacturers) Accountant</p> <ul style="list-style-type: none"> ✓ Operating knowledge of Tally 7.2, Tally.ERP 9, ✓ Book keeping both manual & computerized ✓ Preparation of all types of Voucher ✓ Bank Reconciliation Statement ✓ Coordination with Bank ✓ Preparation of Daily bank Position and fund status. ✓ Preparation of salary statement. ✓ Maintaining documentation of Accounts records ✓ Maintaining Cash / Bank Receipts & Vendor Payment. ✓ Purchase and sales. ✓ Maintaining Day Book & Feeding of Other Journal Vouchers. ✓ File Maintenance & Daily collection report as per specified MIS Format. ✓ Generate Billing, Cash Reconciliation. ✓ Prepare Salary, Voucher Preparation. ✓ Handling day to day Accounting. ✓ Record Keeping of Payable, Receivable, Expense. ✓ Responsibility of TDS, Service Tax. Vat, PF , ESI, ✓ Stock Maintains ✓ Coordinating With CA. ✓ Managing office along with Admin.

Education	<ul style="list-style-type: none"> • B.Com from Orissa Board - 2008 (U.N Collage, Nalgaga, Mayrubhanj) • Intermediate from Orissa Board - 2002(M.P.C Collage , Baripada , Myurbhanj) • High school from Orissa Board - 2000 (Chintamani Vidyapitha, Goida, Mayrubhanj)
Languages	<ul style="list-style-type: none"> • Hindi - Read, Write and Speak • English - Read, Write and Speak
Software Exposures	<ul style="list-style-type: none"> • Package Known: Word, Excel, Tally, Outlook Express, • Internet Known: Site searching, check and send emails along with upload and download files.
Take home Salary	<ul style="list-style-type: none"> • 20000/-
Expected Salary	<ul style="list-style-type: none"> • 25000/
Marital Status	<ul style="list-style-type: none"> • Married

Date:

Place: New Delhi

(BHAKTA PRAHALAD DHAL)