

# Prashant Rajput

## Assistant Manager Accounts

New Delhi, Delhi

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8368560789

- Maintain branch control A/C in the book of Head office etc also reconcile bank statement and branch A/C on ERP NAVISION software.
- Goods and Services Tax: Preparation and filing of VAT/CST/GST return on monthly basis & ensure timely monthly Payment of output GST/ VAT / CST.
- Service Tax: Preparation and filing of Service tax return on half yearly basis & ensure timely monthly payment of output Service tax.
- Leading a team of Tara data owned Account Receivable collection process.
- Ensure timely submission of invoices and collection of open receivable.
- Ensure timely application of cash and TDS in AR system.
- Analysis of Open receivable and AR provision on monthly basis.
- Preparing Bank Reconciliation Statements and monthly MIS reports.
- Managing all accounting operations based on accounting principles
- Preparing budget and financial forecasts
- Publish financial statements in time
- Conduct month-end and year-end close process
- Collect, analyze and summarize account information
- Develop periodic reports for management
- Audit financial transactions and document accounting control procedures
- Keep information confidential and secure them with random database backups
- Keep up with financial policies, regulation and legislation.
- Having completely to filing GST, Return, TDS Return & ITR etc.

Willing to relocate to: Delhi, Delhi - Noida, Uttar Pradesh - Gurgaon, Haryana

## Work Experience

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### Assistant Manager Accounts

Prime Gold SAIL JVC Ltd. - New Delhi, India

September 2017 to Present

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- Ø Having completely to filing GST, Return, TDS Return & ITR etc.

## **Assistant Manager Accounts**

ELGI Equipments LTD - Gwalior, Madhya Pradesh

June 2013 to July 2017

Responsibilities:

- Maintain individual book's A/C in tally
- Prepared Salary sheet in excel also HR work
- Maintain branch control A/C in the book of Head office etc also reconcile bank statement and branch A/C on ERP NAVISION software.
- Purchasing machines with improved technology to increase production.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Setting up the weekly, monthly, quarterly procurement plan.
- Procurement of raw material.
- Development of alternative local sources for imported raw materials which helps in cost saving.
- Preparing S.O. for sales and cash discount memo on ERP
- Dealing with customer.
- General accounting like Credit note Debit note Journal voucher and other accounting voucher.
- Prepare MIS of sales office( sale MIS, receivable MIS late etc)
- Payment short, Parta chart, sales person wise report and other sales report of all unit for Head office in excel
- Navision software
- Balance Sheet Flux Analysis: Analyzing quarterly fluctuations in Balance Sheet Accounts and root cause analysis of accounts having major fluctuations on quarterly basis.
- Review the Balance Sheet accounts and Profit & loss accounts at macro level & ensure integrity of all reported financial statements..
- End to end co-ordination with Stat Auditors, Accenture team, tax team and Company Secretary and business units to complete the Stat Audit field work.
- Preparation of Draft Financial statement after US GAAP & local GAAP audit adjustment entries proposed by auditors. Incorporate tax entries as per local GAAP as advised by tax team / outside tax agents.
- Facilitate to get third party confirmations like Receivable / Payable, bank, Intercompany and Solicitors.
- Tax: Preparation and filing of VAT/CST return on monthly basis & ensure timely monthly Payment of output VAT / CST.
- Service Tax: Preparation and filing of Service tax return on half yearly basis & ensure timely monthly payment of output Service tax.
- Leading a team of Teradata owned Account Receivable collection process.

- Ensure timely submission of invoices and collection of open receivable.
- Ensure timely application of cash and TDS in AR system.
- Analysis of Open receivable and AR provision on monthly basis.
- Preparation of Cash and receivable forecast on monthly basis.
- Identifying accounts that are likely to become a bad debt.
- Assessments of clients' credibility.
- Meets accounting financial objectives by forecasting requirements.
- Preparing an annual budget and scheduling expenditures.
- Analyzing variances and initiating corrective actions.
- Monitoring revenue and expenses.
- Consolidation and evaluation of financial data.
- Establishing chart of accounts.
- Defining accounting policies and procedures.
- Preparing Bank Reconciliation Statements and monthly MIS reports.
- Taking care of TDS, VAT, PF, ESIC, loan, etc. of the employee and preparing invoices and memos.
- Book keeping and updating records on daily and weekly basis including ledgers.
- Maintaining petty cash.
- Monitoring cash to avoid unnecessary expenses.
- Using Tally wherever needed.
- Handling accounting operations, including A/R, A/P, financial statements and analyzing reports for company's operations.
- Prepared quarterly balance sheet and reviewed the same with company management.
- Plan and execute month/quarter/annual closure schedule.
- Approve Non-Standard & off Line Journal Entries & manual journals crossing materiality threshold.
- Ensure reclassification and accounting of wrong or unaccounted entries prior to GL close.
- Review financial results and do YOY and quarterly comparison of company performance both in terms of top line and bottom line.
- Monitor all the purchases and expense accruals booked aged more than 60 days and ensure timely reversal of over accruals.

## **MIS Executive**

B.P. FOOD PRODUCTS PVT

April 2012 to June 2013

Responsibilities:

- Maintain branch control A/C in the book of Head office etc also reconcile bank statement and branch A/C on ERP NAVISION software
- Preparing S.O. for sales and cash discount memo on ERP
- Dealing with customer
- General accounting like Credit note Debit note Journal voucher and other accounting voucher
- Prepare MIS of sales office( sale MIS, receivable MIS late etc).
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Developing reports on procurement and usage of material for management.

SKILLS RELATED TO "ICA"- Accounting, computer, English communication and commercial drafting, E-commerce and expertise in computer typing can handle the office independently.

## Education

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### **diploma in Accounting Packages**

Rajmata Sindhiya institute" Gwalior internet - Gwalior, Madhya Pradesh  
2010

### **B.com in Computer Application**

Jiwaji University

## Skills

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- Accounting