

CURRICULUM VITAE

SUBASH KUMAR PRADHAN

CAREER OBJECTIVE:

A highly self-motivated, enthusiastic, experienced Finance & Accounting professional with proven success Track in retail finance Sectors. Looking ahead for an opportunity that can make good use of my talents and skill and to give me good exposure to expand my knowledge.

SUMMARY OF SKILLS:

- Extensive, successful retail management experience with focus in Accounting Standards and Budget Systems.
- Sound communication skills.
- Worked well under pressure and able to meet tight deadlines.
- Highly organized. Team player.

WORK EXPERIENCE AT GROUP MANAGEMENT SERVICES PVT LTD:

WORKING AS A ASST MANAGER- ACCOUNTS **30TH** November 2008 to Till Date)

JOB RESPONSIBILITY HANDELED

- To issue debit note& credit note the vendor & Banks
- To cooperate the External audit group to all vendors.
- Generation of bill & modify the bill for the payment systems.
- Bank Reconciliation
- Cash book and manage the bill book
- Tracking the payment instrument through the bank software (Fin one)
- TDS deduction, employee, vendor payout, advertisement agency and also file the return.
- Service Tax challan Deposit and return filling.
- Preparation of vouchers / cheques and cash deposit.
- Resolve all tax matters and budget systems.
- Manage monthly Budget systems and MIS.
- All statutory compliance.
- Manage fund inflows & outflows,
- Calculation of bonus and incentives
- Manage the Pf and ESI matters and return filings.
- Bills payable and receivables.
- Monitoring the conveyance and bank loans & FD
- Perpetration of P/L account,
- Preparation of Trial Balance and Balance sheet

RELIANCE WORKED AS A Sr Executive Accounts & finance 7TH JUNE 2007 to 22 Nov 2008(Car Loan Product)

JOB RESPONSIBILITY HANDELED

- To handle the north India channels and DSA, s loan disbursement accounts.
- To issue the loan schedule all the customers accounts,
- To generate monthly performance accounts statement and interest schedule.
- TDS deduction and submit it to concern bank.
- Handle the audit process team.
- Managing the high risk account profile and the portfolio accounts.
- Service tax challan deposit and return filing
- Generation the loans under writer tools.
- To report the General Manager- Accounts & Finance.

SR EXECUTIVE- ACCT & FINANCE- AALIANZ ATUO MOBILES(AUTHORISE DEALER OF MARUTI)

(July. 2002 to may 2007)

(ISO 9001: 2000, Co. for Maruti Cars)

New Delhi. - Kamal Cinema Bldg.

JOB RESPONSIBILITY HANDELED

- To issue Debit note & credit note to the vendor
- To handling the audit process & vendor payment & receipt.
- Generation of bill & modify the bill
- Bank Reconciliation
- Handle cash management software also.
- Cash book,
- TDS deduction employee and vendor and deposit the challan form to designated bank.
- Sales Accounting,
- Purchase Accounting and. standard deduction.
- Preparation of Vouchers / Cheques and Bank Reconciliation
- To help the Finalisation of balance sheet
- Invoice raising,
- Also partly working with sales Team.
- To report the General Manager- Account & finance.

ACHIEVEMENT

Gold Cup Awards from Maruti Suzuki (North India) 2005

WORK EXPERIENCE ORIX AUTO FINANCE.: GURGAON Maruti Ind Area

ORIX Auto Finance India Ltd worked as Finance Executive for the period of 10th April 2001 to July 2002.

JOB RESPONSIBILITY HANDELED

- Debit note& credit note
- To handling the corporate client, Thomson press, Cox kings, tata tele
- Generation of bill & modify the bill
- Bank Reconciliation

- Fleet management
- Cash book,
- TDS deduction, ,
- Sales Accounting,
- Purchase Accounting and.
- Preparation of Vouchers / Cheques and Bank Reconciliation
- To help Finalisation of balance sheet.
- Invoice raising,
- To report the General Manager finance

WORK EXPERIENCE CPA- ICICI BANK LTD.:

CPA ICICI BANK LTD. Worked as Process Associate car loan dept. from 15th November 2000 to 23rd March 2001

JOB RESPONSIBILITY HANDELED

- To coordinate the factory housing
- To receive all paper of car loans & process the file
Then send to credit division.
- To handling the different dealer of multi brand
- To handle upto disbursement of the file & send to head office
- To report the Credit manager.

QUALIFICATIONS:

ACADEMIC QUALIFICATION : - B.COM from Utkal University 2000
(Bhubaneswar)

PROFESSIONAL QUALIFICATION :-MBA-Finance from Sikkim Manipal University
2007-2009(New Delhi)

TECHNICAL QUALIFICATION : - Diploma in Computer Application from
MCC Software Pvt Ltd 2001(New Delhi)

ADDITIONAL QUALIFICATION : - Certificate course from IIBF (DRA & DBF
through Hero Mind Mine Institute 2010 , New Delhi).

COMPUTER SKILL:

Environment	:- DOS, LAN, WAN
Operating System	:- DOS , WINDOWS 2008,XP
RDBMS	:- MS-ACCESS
Accounting procedure:	- Tally 7.2, 9.0

POSITIVE TRAITS:

Creative Thinking, Adaptability, Quick learner, Confident and an insatiable appetite for perfection.

PERSONAL INFORMTION:

FATHER'S NAME:	SH. MATHURA NANDA PRADHAN
DATE OF BIRTH:	15 TH January 1980
Languages Known:	English, Hindi, and Oriya
Hobbies:	Traveling, Watching Movies, News, Music, Interacting with people, Book Reading
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