



# PRABHAT KUMAR DASH

(Officer – Accounts / Logistics / Commercial)

## About Me:

Originally from Kendrapara, Odisha, I have been living here in Jaipur, Rajasthan for over 17 Years. I am ambitious, hardworking & straight forward, polite and cheerful person. I am true and honest to myself and everyone. Always look ahead to achieve my goal. I also respect others feelings and emotions.

## Objectives:

Intent to build career with leading corporate rate of hi-tech environment with committed and dedicated people, which help me to explore myself fully and realize my potential

To obtain a work that offers development of carrier and involves key decision area

To work in an environment where experience and efforts will help me in delivery of better and quality service resulting in both organization and individual growth

To give best result to company by using optimum facilities given

## Work Experience:

### **4. Alliance Polysacks Private Limited, Manoharpur** From March 2015 till Present

(Officer – Accounts / Commercial)

#### Roles & Responsibilities:

Updating Daily / Monthly Stock Registers & MIS Reports,  
Excise & Service Tax Returns (Monthly / Quarterly / Yearly)  
Monthly Update of GST Stock Registers & Job Work Registers  
(RG-1, Form-IV, Annexure 61 & 62) etc.  
Preparation of Cash/Bank/Journal Vouchers,  
Transportation, Ewaybills, LR



#### Current Address :

Plot No.65, Riddhi Siddhi Nagar-8<sup>th</sup>,  
Niwaru Link Road, Govindpura,  
Jhotwara, Jaipur, Rajasthan-303120

#### Permanent Address :

At/Post. Badapada,  
District.Kendrapara,  
Via. Pattamundai, Odisha-754245



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**Fathers Name: Chandrasekhar Dash**

Date of Birth: 17<sup>th</sup> May 1984

Sex : Male

Nationality :Indian

Marital Status : Married (Two Kids)



**Bachelor in Arts : +3**

Utkal University, Odisha  
(2003-2005)

## **Knowledge In SAP:**

Preparation of Sale Invoice in SAP (Domestic, Export & Jobwork Sale)

(SAP Sales Process:-

VA01-Sales Order, VL01N-Outbound Delivery, ZHU02-Uploading of Packing List, ZTRLE01-Bale/ Box Assign, VT01N-Shipment, VF01-Generate Tax Invoice, J1IGEBILL-Ewaybill Linking, ZEINV-E-Invoice)

Import Purchase MIRO in SAP

Domestic Purchase MIRO in SAP

Debit note / Credit Note in SAP

Sales return Credit Note in SAP

Preparation of Job Work Challans in SAP

(Maintain Job Work Registers for both Incoming / Outgoing)

## **Knowledge In Export:**

Preparation of Export Documents i.e. (Export Packing List, Export Commerical Invoice, Export Examination Report, Custom Documents i.e. (Annexure – II, Apperndix – II, Authorization Letter, Duty Drawback Declaration, Fema Declaration, Appendix-I Form SDF & VGM)

Co-ordination with related departments for on time dispatch of Cargo

Preparing Pre-shipment export documents,

Export Container Sealing

Reporting / Mailing Documents to Manager for preparation BL

## **3. Ganpati Plastfab Limited, Bagru**

**January 2011 to February 2015**

**(Executive – Accounts, Excise & Logistics)**

### **Roles & Responsibilities:**

Preparation of Cash/Bank/Journal Vouchers, Job Work Challans, Purchase / Sales Invoice Entry in Tally, Transportation, Ewaybills, Daily Update of Excise & Stock Registers-RG-1, RG 23 A&C (Part-I & II) Form-IV, PLA, Job Work Registers (Annexure 61 & 62), Excise & Service Tax Returns, PF & ESI Challans etc.



M.S. Office (Word & Excel Etc.)  
Tally  
Internet (Outlook)  
SAP



Oriya (Mother Tongue)  
Hindi  
English

## **2. Sidharth Polysacks Private Limited, Newai**

**March 2007 to December 2010**

**(Assistant-Accounts, Excise & Commercial)**

**Roles & Responsibilities:**

Preparation of Cash/Bank/Journal Vouchers, Job Work Challans,  
Purchase / Sales Invoice Entry in Tally, Transportation, Ewaybills,  
Daily Update of Excise & Stock Registers-RG-1, RG 23 A&C (Part-I  
& II) Form-IV, PLA, Job Work (Annexure 61 & 62),  
Excise & Service Tax Returns etc.

## **1. SUMS Exim Private Limited**

**June 2005 to February 2007**

**(Assistant-Accounts, Excise & Billing)**

**Roles & Responsibilities:**

Preparation of Cash/Bank/Journal Vouchers  
Purchase / Sales Invoice Entry in Tally  
Petty Cash Book, Bank Account Reconciliation etc.

**Declaration:**

**I hereby declare that all the above information is true to the  
best of my knowledge and beliefs.**

**Place: Jaipur**

**(Prabhat Kumar Dash)**