

CURRICULUM VITAE

Prabhupada Prasad Mishra

S/O : - Jasobanta Narayan Mishra

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CAREER OBJECTIVE

- I look forward to associate myself with an organization where there is ample opportunity to learn, contribute and upgrade my knowledge and skills which can add to the growth of the organization and self.

WORK EXPERIENCE

- Junior Accountant in Venus inn group June-2014 to August-2017 with following profile.
 - a) Entering day to day transaction, preparing of ledgers and cash books.
 - b) Assisting in vouching, verification and internal audit work of clients.
 - c) Bank Reconcile statements.
- Account Executive in Gargson properties Pvt. Ltd. (Capital Ford) September 2017 to September 2020 with following profile.
 - a) Entering day to day transaction through "Tally software".
 - b) Preparing and verification of vouchers.
 - c) Reconciliation of Bank and party transaction.
 - d) Maintenance of stock through software.
 - e) Responsible for internal audit cash & bank
 - f) Preparation of weekly Debtors outstanding list.
 - g) Maintaining of day-to-day Bank & Petty Cash book.
 - h) Preparation of weekly Creditors statement.
 - i) Branch Reconciliation
 - j) Filling of GSTR1
 - k) Calculation of GSTR2A
 - l) Filling of ITR

EDUCATIONAL PROFILE :

- M.COM - Utkal University in the year 2017
- B.COM - Balanga College, in the year 2012
- 10th - Ketakipatana High School in the year 2007.

TECHNICAL SKILLS:

- ERP Package : ECC 6.0
- Operating systems : WINDOWS

- Packages : MS Office ,TALLY ERP 9.0

SAP FI/CO SKILLS :

- FI-GL: Creation of GL, Account assignment, Financial grouping, checking the F.01 Report.
 - Accounts Payable: Creation of Vendor master, MIGO , MIRO, Management reporting on weekly basis. Automatic Payment Program, house bank customization and cheque management.
 - Accounts Receivable: Creation of customer master, SO creation, FBL5N report, Configuring and Customizing customer A/C group, Configuring Dunning areas and dunning procedure.
 - Assets Accounting: Creation of Assets, Asset grouping, Maintaining of Asset master data, Acquisitions, Retirements, Transfers, Revaluation of Assets and Depreciation Run.
 - Maintaining Controlling area
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STRENGTH

- Positive attitude, co-operative, hardworking, self confident
- Team work and Team management
- Installation prepare manual for assignment
- Research work and study for assignment
- Manage the office

LANGUAGE KNOWN

- English, Hindi & Oriya

PERSONAL PROFILE

- Marital status- Unmarried
- Sex - Male
- Nationality - Indian

Declaration

- I do here by declare that all the above information is true to best of my knowledge and belief.

Prabhupada Prasad Mishra

Date:

Place:

Signature