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| C:\Documents and Settings\a\Desktop\photo new 001.jpg  **Permanent Address :**  C/o- Lalo Mahto  At- Bharajo , Post- Jharpo  Dist- Hazaribagh  State- Jharkhand  Pin No. 825327  E-Mail:  prasadgautamwon@gmail.com  Phone :  +91-8804876133  +91-7857009803  **Present Address :**  Gautam Prasad  C/o- Manoj Kumar  Old Ram Mandir  Pin-834001  Ranchi , Jharkhand    **Experience :** **(Total 5 Years)** **Renuka Industries Pvt. Ltd.**  From May’ 2009– June’ 2010  **Sun Plant Business Ltd**.  From August 2010 to Sep’ 2013.  **Treadstone Rubber Pvt. Ltd.**  From 1st Oct 2013 to till date.  **Personal Info :**  Name :Gautam Prasad  Father Name- Rameshwar Prasad  Date of Birth : 02-05-1987  Gender : Male  Nationality : Indian  Marital Status : Married  Religion : Hindu  **Language Known :** English, Hindi. | CURRICULUM VITAE  Name- Gautam Prasad  **Objective *:***  To work with an Organization where I can explore my potential in the field of finance and accounts to give the best possible output.  **Academic and Professional Profile :**   * Graduate in Economics (Hons.) from Vinoba Bhava University with 61% in 2009. * Senior Secondary in Science from Jharkhand Academic Council Ranchi with 50% in 2005. * Higher Secondary from Hindalco Intermediate College Renukut, Sonebhadra (U.P.) with 50.55% in 2003.   **Professional Qualification:**   * Accounting software such as Tally 9.0 , Compu-learn & Tally ERP.9 * Certified Professional accountant (CPA) course from **National Institute of**   **Finance and accounts** (NIFA), Hazaribagh.   * Have good knowledge of Industry wise Business Accounting (Trading, Manufacturing, and Service & NGO), Income Tax, Banking, VAT, TDS, Excise& Service tax, Company Law.   **Present Work Profile :**  Designation **:** Accountant  Name of Organization : Treadstone Rubber Pvt. Ltd..    Place : Ranchi , Jharkhand  Period : From 1st Oct 2013 to till date.  **Job Responsibilities:**  **Administatrtive Support to the Organization :**   * Compilation of monthly accounts report, * Preparation of monthly salary and running exp.   **Accounting :**   * Skilled to prepare P&L Accounts and Balance sheet reconciliations. * Maintains various operating transaction i.e. Revenue and expenditure Auditing, Financial forecasting. * Helps in preparing sales / purchase ledger duties, cash books and payroll. * Preparation of accounts payables and receivables. * Preparation of sale invoices and journal vouchers and depreciation voucher. * Verifying invoices (Consultant Fees & Expenses, different types of vendors) as per the consultancy contract, annual rate contract and process for the payments. * Maintained monthly Petty Cash expenses as per approved guideline, Monthly expenses statement and Petty cash reconciliation. * Preparation of monthly and annual budget. * Maintain Stock Register, Fixed Assets Register, and Payment Record, Procurement documents, agreements and contract documents, Filling of Vouchers, Rent Agreement, Consultant and vendor contract document and annual maintenance contract.   **Employment History :**   1. **Designation : Accountant**   Name of Organization : Renuka Industries Pvt. Ltd.  Place : Demotand , Hazaribagh , Jharkhand  Period : From May’ 2009 to June’ 2010.   1. **Designation : Section Account Officer**   Name of Organization : Sun Plant Business Ltd.  Place :Teghoria ( Airport road ), Kolkata , West Bengal  Period : From August 2010 to September 2013.  **Responsibilities are as under:**  **Accounting :**   * Debtor and Creditor reconciliations. * Sales tax, Vat online payment and Sales Tax, Vat online file return. * Preparation of monthly and annual bank reconciliation statement, Trail Balance, Profit and Loss A/c, Balance Sheet, assist in statutory audit. * Checking of Bills and Approving for Concern authority, Preparation of vouchers and counter sign by the authority, Payment of bills according to the policy manual, feeding of vouchers in computer. * Preparation of monthly report and send to concerned authority * Preparation of payment of salaried staff. * Maintained Stock Register, Fixed Assets Register, Salary/Payment Register, Cash Book. Ledger and Bank book, Filling of Procurement documents, Filling of agreements and contract documents, Filling of Vouchers   Date: …………...... Signature  Place: …………….. (Gautam Prasad ) |