

CURRICULUM VITAE

Mr. PRASHANT BHIMRAO ATUGADE

Shri Ashtavinayak Chawal, Thane-
Belapur Road, Pawane Goan, Navi
Mumbai, Dist: Thane -400705.

Mobile No:-09730901216.

E-mail :- prashantatugade1995@gmail.com

CARRER OBJECTIVE :

To work in global competitive environment this provides challenging assignments that yield benefits of job satisfaction & professional growth.

EDUCATIONAL QUALIFICATION:

SR. NO	Name of Course	Board / University	Year of Passing	Division
1	B.Com	Shivaji University	2017	Second
2	HSC	Kolhapur Board	2013	Second
3	SSC	Kolhapur Board	2011	Second

WORK EXPERIENCE:

Total Experience : Nov 2017 – Till date (7 Years 7 Months)

Company :- S K Industries (Chikhali)

Duration :- May 2018 to Present.

Job Profile :- Sr. Account Executive

Key Responsibilities:.

- ❖ Maintaining records like vouchers, receipts, bill & payment.
- ❖ Posting Journal entries to ensure all business transaction are recorded.
- ❖ Daily Bank reconciliation & payment collection.
- ❖ Reconciliation of sundry debtors & creditors.
- ❖ Updating accounts receivables and issuing invoices.
- ❖ Processed account payable & accounts receivables.
- ❖ Assisting in processing balance sheet, income statement & other financial statements.
- ❖ Monthly GST working and return file before due date. (GST-R1, 3B)
- ❖ Monthly GST 2B Portal Report Verify in Tally Data.
- ❖ Monthly E-Invoice Portal Report Verify in Sales Data.
- ❖ Knowledge above TDS & TCS.
- ❖ Knowledge above Letter Of Credit (LC)
- ❖ Supplementary working RM, BOP Parts (Quarterly)
- ❖ Prepare weekly and monthly reports.

- ❖ To carryout Purchase function starting from sending enquiry to making tender committee recommendations and releasing purchase orders.
- ❖ To forward and monitor suppliers bills of payment
- ❖ Physical issuance/ return of items as required from time to time, updating in records
- ❖ Generation of GRN and system payment advice for receipts of goods and services
- ❖ Reconciliation between physical and book stock as required, ensure nil variance

Company :- A B Wandhare & Co.(CA Firm)

Duration :- Nov 2017 – April 2018

Job Profile :- Trainee Account .

- ❖ Maintaining all records like vouchers, receipts, bill & payment.
- ❖ Prepared monthly Data GST 3B , 2A ,R1.
- ❖ Knowledge above TDS & TCS
- ❖ Monthly Follow-up customer GST Data 3B, 2A, R1.

TECHINICAL SKILLS:

Knowledge of B4U-ERP, Tally ERP9 & Prime, MS-CIT, MS Office Excel , MS Words, GST , TDS.

PERSONAL DETAILS :

Date of Birth : 04 Jul 1995
 Language known : English, Marathi, Hindi
 Nationality : Indian
 Marital Status : Married

DECLARTION:

I hereby declare that the above furnished information is true to my knowledge & I bear the responsibility for the correctness of the furnished particulars.

Place :Mumbai

Date :

Prashant Bhimrao Atugade