

PRASHANT G. PANDE

Flat No. 10, Wing No. B, Parishram Co-Op. Housing Soc. Ltd. Narendra Nagar, NAGPUR – 440 015

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SENIOR ACCOUNTS MANAGEMENT PROFESSIONAL

Seeking challenging senior level assignments in Accounts in a dynamic organization that will strategically utilize my existing skill sets while providing opportunities to amalgamate personal enrichment with professional goals.

PROFILE

- ✓ Highly experienced **Accounts Professional with 25+ years comprehensive experience in handling accounting functions** with keen eye on accuracy and authenticity, currently spearheading as Senior Accounts Executive with Manufacturing, Service Industry in Nagpur.
- ✓ **Dexterity across handling and managing various accounting activities viz. party ledger, bank reconciliation, preparation of various reports**, preparation of Financial Account Statement.
- ✓ **Deft in handling TDS/GST (Challan payment, return filling,); PF/ESIC/LWF/Sale Tax.** Demonstrated expertise in mobilizing and managing financial resources to meet company's long and short-term financial needs managing Accounts Receivable and Payables, Taxes, Audit and Book Keeping.
- ✓ **Technically proficient with Tally, Online System, Accounting software** and excellent capabilities to adapt new technologies, ensuring continuous skill enhancement.
- ✓ Strong communication skills and abilities to work under pressures with reputation of unwavering accuracy, credibility and integrity.

CAREER CONTOUR

Sr.no	Company Name	Designation	Period
1	Inventys Research Company Pvt Ltd	Manager – Accounts	Nov-2020 to Dec-2021
2	L B Consumer Goods Pvt. Ltd.	Manager - Accounts	Aug-2019 to Nov-2020
3	Bharti Hygienecare Pvt. Ltd	Manager – Accounts	Dec-2015 to Jun-2019
4	Perfect Industries Pvt. Ltd	Manager – Accounts	May-2013 to May-2015
5	Vedant Papercraft Pvt. Ltd	Manager – Accounts	Aug-2005 to Mar-2013
6	Chanvim Engineering(India) Pvt. Ltd.	Sr. Accountant & Store Assistant	Dec-2002 to Aug-2005
7	Vidarbha Winding Wires Limited	Accounts Assistant	June-1992 to Dec-2002

Roles & Responsibilities Handled:

- ✓ Spearheading efforts in handling Sales & Service Tax of company; E-Payment/Return Filling of all companies and individuals.
- ✓ Responsible for handling GST reconciliation Working with books in Tally ERP.
- ✓ Meticulously managing diverse accounting functions including preparation of vouchers and error-free entries in Tally, Daily Cash & Bank Book, Banking functions, Bank Reconciliation and follow-up with Debtors and Vendor Billing. Salary working.
- ✓ Preparing Cash Book, Party Ledger, Stock Register, Journal Register, Purchase & Sales register and any other subsidiary books & statement
- ✓ Executing & Monitoring Billing & dispatches.
- ✓ Implementing systems & procedures for the preparation & maintenance of statutory books of accounts, reconciliation statements and financial statements including Receivables and Payables.
- ✓ Capable of managing vendor payment, rectification of entries and following up with account department on query resolution.
- ✓ Preparing month wise Sundry Creditors & Debtors Statement while verifying bills, vouchers, statements, stores records etc.
- ✓ Monitoring clearance of Vendor payments, Employee Travel expenses, Staff reimbursements.
- ✓ Supervising taxation operations for GST, TDS and Service Tax etc.
- ✓ Involved in handling Bill Payment and Accounts Maintenance.
- ✓ Responsible for managing Stocks, Inventory.
- ✓ Accountable for overlooking GRN & Stock, Budgeting expenditures, Outstanding of Debtors, deposited PT & ESIC.

SCHOLASTIC PORTFOLIO:

Bachelor in Commerce (B.Com) - Nagpur University.

Computer Proficiencies: Accounting Software-Tally, Online System, MS OFFICE, Excel Programming and MIS Data Processing.

DOB : 16th July 1967

Declaration:

I hereby declare the above given information is true to best of my knowledge.

Place : Nagpur

(Prashant G. Pande)

Date :