

CURRICULUM VITAE

NAME: PRASHANT DEVIDAS POTDAR

Address:

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Career Objective:

I am a hard-working, multitasking and committed person looking for an opportunity to groom into a professional by working with your reputed organization. I am seeking a company where I can use my experience and education to help the company meet and surpass its goals. I want to excel in this field with Hard work, perseverance and dedication.

Personal Details

Date of Birth : 05th May 1990
Gender : Male
Religion : Hindu
Nationality : Indian
Marital Status : Single
Language Known : English, Hindi, Marathi.

Qualifications

• **ACADEMIC**

Degree	Year of Passing	Percent
B. Com	2011	67.33%
H.S.C	2008	69.17%
S.S.C	2006	65.17%

Personal Development

1. Completed 3 Years of CA Articleship and Practical Training at CA Firm.
2. Excellent Command In MS-Excel and Advance Excel and MS-Word.
3. Working knowledge of Tally ERP 9 Softwares.
4. I have The Capability to work well in a team and meet deadlines.
5. I Am able to Remain focussed in a Challenging Environment.

Other Academic Activities

1. Attended Seminars of ICAI on Bank Audit and Statutory Audits.
2. Attended Seminars of ICAI on Company Audit and Tax Audit.

Work Experience

1. Principle (Employer): NARULA INDUSTRIES CO., LTD (OMANI & ARABIC FOOTWEAR MANUFACTURER)

Designation : Senior Accountant (04.09.2019 To To date)

Area of Work :-

1. Managing Accounting upto Finalization and Handle Statutory compliances.

2. Product Costing, Preparation of production report and Analysis of production flow and use of Raw material for the same & Effective Utilization of Fund, Managing Bank Account.
3. Monthly P&L preparation and Quarterly financials Closing, preparing performance Report on quarterly basis & coordinate with auditor and Other Govt. Authorities.
4. Timely renewal of company certificates, KG Balancing, Submitting Legal Report to MIC & MIA.
5. Managing Inventory, Physical verification of stock, Procurement of packing material, Coordinating with shipping company and import & Export documents preparation.
6. Procurement of Packing Material and SSB Calculation and Payment.
7. Preparation and filling of Quarterly and Annual Commercial Tax Return.
8. Inter Company Reconciliation and Year End Financials Closing.

2. Principle (Employer): Nagrik Group of Companies – Construction of Residential Buildings.

Designation : Sr. Accounts Executive (03.12.2018 to 31.05.2019)

Area of Work:-

1. Handle Accounting upto Finalizations.
2. Handling Statutory Compliances.
3. GST Return, GST Payment, TDS Payment and TDS return Filing and Correction of TDS.
4. Managing Age wise creditors and Consolidated age wise creditors.
5. Bank Reconciliation and Intercompany Reco and Co-ordination with Internal and External Auditors.
6. Co-ordination with Banks for Loan and daily balances and arranging Loan documents.
7. Communicate with Director to Discuss Age wise creditors Report and to take sign on Documents.
8. Prepare balance sheet and Profit and Loss A/c on quarterly basis.

3. Principle (Employer) : M/s. Salunke & Associates (Chartered Accountant Firm).

Designation : Accountant (25.12.2017 to 01.12.2018)

Area of Work:-

1. Nationalized Bank Concurrent & Statutory Audit.
2. Tax Audit of Partnership Firms, Proprietors, Company Audit.
3. Filing Individual Returns and Annual Statements.
4. Indirect Tax – VAT Audit, TDS filing, TDS Payment, GST Accounting and Payment and Return.
5. Day to Day Accounting up to finalization.
6. GST Accounting, registration and return filing.
7. Preparation, Correction and of TDS Return.
8. Handling Ledger scrutiny and ITO Assessment.
9. Drafting replies to show cause notice and related notice from IT Office.

4. Principle (Employer) : M/s. Chandrashekhar J Mehta & Co. (Chartered Accountant Firm)

Designation : Accountant (02.12.2014 to 26.09.2017)

Area of Work:-

1. Nationalized Bank Concurrent Audit & Statutory Audit
2. Tax Audit, Society Audit, Revenue Audit
3. Filing Individual Returns and Annual Statements
4. Indirect Tax – GST Registration and Accounting, VAT Audit, TDS filing.
5. Day to Day accounting upto Finalization.
6. GST & TDS registration, Payment and Return filing.
7. TDS Processing, Payment, 26QB Payment and TDS Correction and Return Filing.

5. I have Worked With ICICI bank at thane For 10 Months as Phone Banking Officer and Quality Analyst.

6. I have Also Worked with Reliance DAKC at Koparkhairne for 16 Months as Customer Support Executive.

Declaration

I hereby declare that the above mentioned information is correct to the best of my Knowledge and I bear the responsibility for the Correctness of the above mentioned Particulars.

SIGNATURE

DATE: - / /

(PRASHANT D POTDAR)