**CURRICULUM VITAE**

 **Mr.** Prasad Udaykumar Jathar

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| **OBJECTIVE** |

To Work for the Organisation to the best of my Knowledge and ability from where the organisation could benefit from my service and provide me with knowledge that are professionally important to me.

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| **CAREER SUMMARY** |

* Experience of managing accounting functions, preparing financial reporting and month end-close.
* Experience Of working with ERP systems, Configuration of modules and financial report designing.
* Interacting with other group companies for accounts purposes.
* Expert in analyzing the business proposals especially in financial terms.

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| **PROFESSIONAL EXPERIENCE** |

**Company Name :- Shree Sainath Agency**

**Place :- Andheri (East)**

**Designation :- Account Assistant**

**Duration :- Dec-2008 To May-2011**

* Enter Posting of Purchase, sales, Payment, receipt collection and journal vouchers.
* Maintain cash transaction and petty cash book.
* Making Payment follow up.
* Bank Reconciliation & Other Daily Accounting Transactions.

**Company Name : - VARNA GRAFICS**

**Place : - Mulund (West)**

**Designation : - Accountant**

**Duration : - June 2011 To Till Date**

* Prepare reports on accounts payable and accounts receivable.
* Enter Posting of Purchase, sales, Payment, receipt collection and journal vouchers.
* Verification of Bills & Bank Statement Reconciliation at the end of every week.
* Maintain cash transaction and petty cash book.
* Making Payment follow up.
* Preparing Tax Invoice and vouchers.
* Maintain the Payroll for the Calculation of Monthly Salary.
* TDS, Professional Tax and Other Government taxes Calculation.
* Ability to work in-group as well as Independently.
* Supervise and train the new joiners.

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| **ACADEMIC QUALIFICATION** |

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| **Course** | **University/****Board** | **Passing Year** |
| T.Y.B.Com | Mumbai | 2011 |
| HSC | Maharashtra | 2008 |
| SSC | Maharashtra | 2006 |

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| **COMPUTER PROFICIENCY** |

* Certification in MS-CIT. Good knowledge of Microsoft Excel.
* Knowledge of Vlookup, Hlookup.
* Operating systems known Windows 98, Windows XP, Windows 7, Vista.
* Knowledge of D.T.P. and Tally ERP 0.9
* Knowledge of Internet.
* Certification in English Typing. Typing speed : 30 w.p.m.

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| **HOBBIES** |

* Reading
* Listening Music

**PERSONAL INFORMATION**

* Date of Birth : 07 June 1987
* Marital Status : Married
* Languages Known : English, Hindi And Marathi
* Local Address : D/2, Narayan smruti chs.,Near Subhash dairy,
* Manpada Road, Gandhinagar, Dombivali East-421201

**Mr.** Prasad Udaykumar Jathar