* **MuppanaJayaPrakash.**
* **C/o.MuppanaMohanRao**
* **Room no-38, Kelvin line 1/1,**
* **Post-Talpukur, 24 PGS (N)**
* **Kolkata-700123**
* **Mobile no - 07044748371.**
* **E-mail –muppanajayaprakash@gmail.com**

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|  |
| * **MYSELF**
 |

* A forward-looking, hard working, an internally motivated, dedication to work, persistence and sound interpersonal skills with an eye for details.
* **Educational Qualification:-**

|  |  |  |
| --- | --- | --- |
| * **Year**
 | * **Class**
 | * **University**
 |
| * **2000**
 | * **Madhyamik**
 | * **W.B.S.E**
 |
| * **2002**
 | * **Higher Secondery**
 | * **W.B.H.S.E**
 |
| * **2006**
 | * **B.ComPass**
 | * **WestBengalUniversity**
 |
| * **2005**
 | * **MBA (FINANCE)**
 | * **Sikkim Manipal University**
 |

**PRESENT ORGANISATION**

**ARVS & ASSOCIATES (chartered firm)**

**Designation : Auditor & Accountant**

**Roles & Responsibility:-**

* Daily visiting to client office.
* Day to day activities like purchase, sale, receipt, payment, journal and bank reconciliation.
* Prepare financial reports as per GST returns like GSTR1 & 3B and filling.
* Prepare Balance sheet, Profit & Loss A/c.
* Internal Auditing

**Past Experience**

* **AMRIT CEMENT LIMITED**
* **Roles & Responsibility:-**
* Create Billing Document (Tax & Excise Invoice) in SAP.
* Prepared daily confidential sales reports for presentation to management
* Day to day accounting transaction like purchase, sale, receipt, payment, contra, journal.
* Monthly bank reconciliation as per bank statement.
* Maintain Excise Registers & Records i.e. Daily Stock Register, Inputs & Capital Goods Cenvat Registers,

**SDP & ASSOCIATES (Kolkata)**

**Designation:** Internal Auditor

* **Job Profile:** Day to Day Internal Auditing
* Purchase, sale, receipt, payment
* Bank Reconciliation, Journal, Stock verification
* Calculation of Vat, CST, TDS,
* Monthly Physical stock verification of raw material and finished goods
	+ Preparation & sending of MIS Report on daily basis to the Audit Manager.

**Organization: - Shyam Vanaspati Oil Ltd. (Lucknow)**

* + - **(**Manufacturing of Vanaspati, Palmolein Oil and Soyabean Oil)
* **Designation:**  Executive Accountant
* **Job Profile:**
* Purchase, sale, receipt, payment
* Bank Reconciliation, Journal, Stock verification, Billing
* Preparing Annexure of Vat, CST & TDS Return
* Maintain of all types of registers

**Professional Qualification: -**

* Basic Computer Knowledge in MS-Excel, MS-Word, Internet Applications, Tally 9 ERP& SAP (S&D Modules).
* Typing Speed (35w/m).
* **Hobbies: -**Playing Cricket, Travelling, Cooking and Listening Music.

**Personal Profile:**

* **Date Of Birth** : 04th November, 1981
* **Nationality** : Indian
* **Religion** : Hindu
* **Sex** : Male
* **Marital Status**: Single
* **Language Known** : English, Hindi, Bengali, Telugu

**Place: Titagarh**

**Date: -**  **(Muppana Jaya Prakash**