Rahul Prasad

# Email: prasadrahul1986@gmail.com

## Cell Number: +91-9999968460

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| **Career Objective** |

To learn while working in your esteemed organization and to establish myself as a successful professional in the organization to work towards the goal of the organization by applying my knowledge and skills.

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| **Education :** |

* B.Com from MJP Rohilkhand University (Bareilly) in 2007
* Passed 12th from U. P. Board (Allahabad) in 2004
* Passed 10th from U. P. Board (Allahabad) in 2002

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| **Computer Operate :** |

* Ms-Office (Word, Excel) & Internet
* Tally ERP 9

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| **Working Experience:** |

**1. Nitishree Infrastructure Limited.**

**B-111, Sector-5 Noida.-201301**

**It is a Real Estate Company Providing Residential Township**

**Duration:** June, 2007 to Nov,2011.

**Job profile**

* Day to Day Accounting and Bank Reconciliation Daily Receipts & Payments.
* Handling The Commission & Brokerage of Dealers, Billing & Payments
* Handling The Refund & Transfer of Application Money
* Co-operation with Marketing, Customer Care & Home Loan Departments
* All Types of Voucher Preparation in Tally program
* Preparation of MIS report

**2. Yadu Sugar Ltd.**

**Ranet Chauraha, Vill.Sujanpur, Bisauli Distt. Budaun-202520**

**Duration:** Dec, 2011 to July,2013

**Job profile**

* Day to Day Accounting and Bank Reconciliation Daily Receipts & Payments.
* Handling The Purchase Bills ( Material Receipt Note ).
* Handling The Sugar & Molasses Bills.
* Handling Contractor Bills.
* Cash Payment & Receive Handling.
* Co-operation with Stores & Sales Departments.
* All Types of Voucher Preparation in Tally program.
* Preparation of MIS report.

**3. Novena Builders & Developers Pvt. Ltd.**

**(H.O)Shourya Greens, Surya Enclave Asr. Bye pass Road, Jalandhar-144009, Punjab**

**Duration:** July, 2013 to Nov,2014.

**Job profile**

* Day to Day Accounting and Bank Reconciliation Daily Receipts & Payments.
* Handling The Purchase Bills ( Material Receipt Note ).
* Co-operation with Marketing, Customer Care & Home Loan Departments
* All Types of Voucher Preparation in Tally program.
* Preparation of MIS report.
* Handling Contractor Bills.

**4. Solitairian City Group, ( Pary Developers Pvt. Ltd ).**

**Site Office: Jaypee Greens Sports City, SDZ Distt. Sec-25, Yamuna Expressway,**

**Greater Noida, (U.P)-201306**

**Duration:** Sep, 2014 to till date.

**Job profile**

* Day to Day Accounting and Bank Reconciliation Daily Receipts & Payments.
* Handling The Purchase Bills ( Material Receipt Note ).
* Co-operation with Marketing, Customer Care & Home Loan Departments
* All Types of Voucher Preparation in Tally program.
* Preparation of MIS report.
* Cash Day Book.
* Handling Contractor Bills.
* TDS
* GST

**Designation: Sr. Executive** **Accounts**

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| **Personal Profile :** |

Father’s Name : Shri Rajendra Prasad

Date of Birth : 1stJuly,1986

Sex : Male

Marital Status : Single

Strength : Self-confident, Team compatibility

Present Address : S-548, School block, Shakerpur

New Delhi - 110092

**Date:**

**Place: Rahul Prasad**