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| PERSONAL INFORMATION | Manish Parashar |
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|  | House no.56D,Gokul vihar, Near Ring road,Bhilwara (Raj)India-91 |
| +91-9479703393  +91-9479703393 |
| manishparashay@gmail.com |
| Sex -Male | Date of birth 15/01/1984 | Nationality Indian |
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| JOB APPLIED FOR  POSITION  PREFERRED JOB  STUDIES APPLIED FOR | Accountant, Accountant Officer, Senior Accountant  Account Department  M.com |

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| WORK EXPERIENCE |  |

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| 2019-20    2017-19  2015-17  2013-15  2010-13 | Finance Manage/Account Manager |
| **Safpack packing Solution Pvt.ltd. Zambia, Lusaka, Africa**   * Monthly reconciliation and amortization of Prepayments, Software Tally erp-9, ERP software, SAP. * Verifying of all expenses in the General Ledger * Verifying of Payments on the cash book * Verifying of all expenses in the General Ledger * Processing of Journals monthly * Preparation of Monthly General ledger reconciliations, Xero reconciliations * Preparation and submission of monthly returns for Value Added Tax (VAT) and Pay as You Earn (PAYE) to Zambia Revenue Authority (ZRA) using the ZRA online system * Preparing & issuing of cheques & Payment Vouchers to all suppliers * Preparation and submission of monthly NAPSA contribution to National Pensions Scheme Authority. * Preparation of the Monthly payroll * Managing debtors and creditors without the month |
| **Business or sector Manufacturing**  **Account Manager**  **Asian Construction Company, Indore, Madhya Pradesh, India**  • Accountable for the:  o Maintenance of cash & bank books (maintained books of 3 states) approx.65 CR. per state  o Preparation of the age wise debtor statements and accounts receivable statements  o Cash flow & fund flow statement  • Carrying out reconciliation of:  o Vendor Ledger  o Petty cash books & site cash book accounts  • Handling the preparation of:  o Report against the external auditor note  o Monthly Sales tax Report  o Inventory Status Report  o Fixed Asset Schedule on monthly basis  o Payroll sheet including leave & final settlement for employees  **Business or sector Construction**  **Executive Accountant**  **Arcox Multipack Pvt. Ltd. Accountant, Indore**  • Accountable for the  o Maintenance of cash & bank books And Excises report monthly accounts.  o Maintain the stock Book.  o completes the Sales Tax Report For return.  • Handling the preparation of:  o Report against the Excises RGA Part 1 & 2 nd  o Excises RGA 23-part sales And Purchase  o Quarterly Sales tax Report  o Inventory of Stock journal Status Report  **Business or sector Manufacturing**  **Accountant**  **Omega overseas, Indore Madhya Pradesh, India**  • Accountable for the:  o Maintenance of cash & bank books for local currency and foreign currency accounts (USD, Euro)  o Processing the foreign principal payment  o Preparation of the age wise debtor statements and accounts receivable statements  o Cash flow & fund flow statement  • Carrying out reconciliation of:  o Vendor Ledger  o Petty cash books & foreign currency accounts  • Handling the preparation of:  o Report against the external auditor note  o Monthly Sales tax Report  o Inventory Status Report  o Fixed Asset Schedule on monthly basis  o Payroll sheet including leave & final settlement for employees  **Business or sector Manufacturing** |
| **Accountant**  **Logicon Building System Pvt. Ltd, Thane, Mumbai, India**  Responsible for the:  o Statutory & Financial Audit  o Maintenance of books of accounts of the clients  • Involved in the maintenance of inventory register which involved Inventory valuation report, Inventory flow report  • Handled the preparation of:  o Working Capital Statements for the clients  o P&L & Balance Sheet of client with audit report  • Provided the reports related to the discrepancy in trial balance  Business or sector **Construction** |

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| EDUCATION AND TRAINING |  |

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| 2002-2005  2006-2008 | Bachler of commerce  Master of Commerce |  |
| **Mohanlal Sukhadiya University, Udaipur, Rajasthan, India** | |
| * Accounts, Audit, | |

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| PERSONAL SKILLS |  |

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| Mother tongue(s) | Hindi, Rajasthani | | | | |
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| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| Hindi | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | C C C C C | | | | |
| English | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | B B B B B | | | | |
|  | Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  Common European Framework of Reference for Languages | | | | |

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| Communication skills | * good communication skills gained through my experience as Account manager |

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| Organisational / managerial skills | * leadership (currently responsible for a team of 10 people) |
| Job-related skills | * good command of quality control processes (currently responsible for quality audit) |

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| Computer skills | * good command of Microsoft Office™ tools |

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| Other skills | GST, Income Tax, VAT, TDS, Payees, Withholding |

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| Driving licence  Passport  Work permit | MP44/32456252   * A * S4636077 * EP167943/11-19(Zambia, Africa) |

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| ADDITIONAL INFORMATION |  |

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| Projects  Conferences  Seminars | Publication:   * How to write a successful CV, New Associated Publishers, London, 2002.   Project: |