

ONKAR PRASAD

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EXPERIENCE - WORK AND MILESTONE

Consocia Advisory Pvt.
Ltd., New Delhi.
(Nov. 2018-May 2020)
**Assistant Manager
(Finance & Admin.)**

Finance & Accounts

- Independently carrying out day-to-day financial accounting
- Preparing and maintaining vouchers, cheques, receipts etc.
- Handling cash and maintaining records of receipt, payments and physical cash in hand
- Bank reconciliation on monthly basis
- Maintaining and reconciling ledgers, registers and all accounting records
- Managing vendor/consultants' payments
- Other Branch office reconciliation of Mumbai, Bangalore, and Kolkata
- Managing statutory dues, Income Tax, TDS and GST
- GST Computation, Reconciliation and Challan Payment
- Book keeping of All four states of expenses booking
- Prepare the TDS sheet for the consultant on monthly basis and quarterly basis
- TDS certificate send to the concern vendor or consultant on the quarterly basis.
- Payroll management for the employees
- Prepare the excel of vendors list, Pan, GST and other details of Vendors.
- Prepare the NEFT or Fund transfer document for smoothly transfer the amount.
- Support in Statutory and Internal Audit and explanation on the nature of expenses booking
- Maintaining the office assets with proper systems
- Any other duties as directed by the Directors

Administration & Office Management

- Installed and setup new office for the company
- Biometric system implementation for employee's attendance records
- Drafting MoU of over 35 Clients and Offer/Appointment Letters for the employees
- Maintained calendar, record and agenda for Clients' meetings
- Assisted in the search and hiring of 20+ candidates for the company in various profiles and positions
- **Secretarial support** in Travel management, bookings and documents provisions for Directors.

ADB & Co. of Chartered
Accountants, Raipur.
(Jan. 2017 –Nov. 2018)
**Finance & Accounts
Assistant**

- Financial Consulting and Reporting for two govt. Project-RDA & NRDA,
- Accounting for the govt. project-RDA
- Credit Monitoring Assessment (CMA) Report for more than 5 companies for cash credit (CC) and Term Loan (TL)
- Audit for RDA for more than 35 projects in association with 5 subordinates
- Financial and Accounting for more than 5 companies
- Stock Audit of SECL, Korba (C.G.)

Academic plan for Master in Business Finance Certification Course (MBFCC) at Delhi and Mumbai.

- Preparing action plan for MBF batch
- Scheduling classes & Faculty Management & Booking Classrooms
- Managing Database of students enrolled
- Keeping records of Fees & Mail Correspondence
- Arranging In-house Training/ Residential program for Participants
- Assisting the Joint Director of studies and other colleagues
- Preparation of Minutes of Meeting
- Payment Follow-ups and coordination of finance recording for subsequent batches

The Institute of Chartered
Accountants of India
(ICAI), Committee on
Management Accounting
(CMA), Delhi.
(Nov. 2015-Nov. 2016)
Management Trainee

Indian Financial Services (IFS) Delhi

- Associated in the Group created to study the possibility of creation of Indian Financial Services in the government of India on lines of Indian Administrative Services

<p>EXL Service India Pvt. Ltd, USA Insurance- Life & Casualty, Delhi. (Mar. 2015-Sept. 2015) Process Associate</p>	<ul style="list-style-type: none"> ▪ Performed research and analyzed the information on finance advisors and finance personals working in different department/ministries of Central government ▪ Processed the information related to IAS officers and top bureaucrats working as Financial Advisors in Central government departments and other sites as well <hr/> <ul style="list-style-type: none"> ▪ Handled independently a separate slot of US insurance ▪ Insurance claim (death, maturity) and surrender ▪ Premium & loan audit, premium collection and maintenance ▪ Assignments- 3rd Party, beneficiary ▪ Handling customers queries through correspondence ▪ Handling client's e-mails and data
MANAGEMENT PROGRAMME DISSERTATION	
<p>EmkayGlobal Financial Services Ltd. (Financial Brokerage Service)– Bangalore, India. (May, 2014 -June, 2014) Trainee MBA</p>	<p>Financial Brokerage Services (sales and customer support)</p> <ul style="list-style-type: none"> ▪ Handled clients and data analysis ▪ A study on creation of efficient portfolio at Emkay Global Financial services ltd ▪ Assisting colleagues in creating new member accounts ▪ A study on market movements due to various macro and micro economic factors ▪ A study on Risk and Return behavior of the clients
SKILL SET	
<p>Functional Skills:</p> <ul style="list-style-type: none"> ▪ Excellent communication & interpersonal skills ▪ Analytical & logical bent of mind ▪ Timely task management of responsibilities ▪ Problem identification & resolution 	<p>Technical Skills</p> <ul style="list-style-type: none"> ▪ Advance Accounting, Finance/Tally ERP 9.0 ▪ MS-Office ▪ Data Analysis ▪ Customer Relations Support ▪ Consulting Management and Project Planning ▪ Dealing in Stocks and Investment ▪ Premium & loan audit and Insurance claim/surrender
EDUCATIONAL QUALIFICATIONS	
<p>MBA (Finance & Mkt) M.Com. PGDCA` B. Com.</p>	<p>Jawaharlal Nehru Technical University, Ananthapur 2012-14 St. Thomas College, Pt. Ravishanker Shukla University, Raipur 2010-12 Takshila College, Pt. Ravishanker Shukla University, Raipur 2010-11 St. Thomas College, Pt. Ravishanker Shukla University, Raipur 2007-10</p>
<p>Professional Certifications</p>	<ul style="list-style-type: none"> ▪ Certificate Programme in “Management Consulting” (Jan-Mar, 2015, 15thBatch), (CPMC) CONSULTANCY DEVELOPMENT CENTER, NEW DELHI. ▪ Certificate Programme in “Role of In-Store Promoter” to National Skill Qualification Level-4, 2014. National Skill Development Corporation (NSDC). ▪ Certificate Programme in “Tally Basic” (Tally 9.0 + Microsoft Office Basic) at (IICE) Indian Institute of Computer Education & Management (July-Nov, 2010).
AWARDS AND ACHEIVEMENTS	
<p>Academics</p>	<ul style="list-style-type: none"> ▪ “Young Manager” runner-up organized by SVCET Chitoor, JNTU Ananthapur. ▪ “B-Quiz” runner-unorganized by SVCET Chitoor, JNTU Ananthapur.
<p>Projects Undertaken</p>	<ul style="list-style-type: none"> ▪ “<i>Construction of Efficient portfolio using Sharpe’s Single Index</i>” EMKAY Global Financial services limited Bangalore, during my MBA studies. ▪ “Rice Mill Management using Visual Basic”, during my PGDCA studies.

Personal Details:

Date of Birth: April 10, 1989
Nationality: Indian

Marital Status: Married
Language known: English, Hindi