**RESUME**

**Prashant Dabral**

**M’COM, & MBA**

**E-mail :** [Email:prashantdabral5@gmail.com](mailto:prashantdabral5@gmail.com)

**Contact :** +91-7203095160,

**Address :** Radhe Skyline F block 303, near sbi bank sanand ahmedabad 382110

**OBJECTIVE:**

* Seeking a platform where my skills can be used to provide good solutions to financial problems and which gives me the enough opportunity to enhance my career and create a strong profile in finance field.

**RESUME SUMMARY:**

* **Post graduation (M.Com.) from HNB kotdwara Uttrakhand.**
* One year’s Certified industrial Accountant (Financial accounts) Diploma from south accounting kotdwara.
* Great grasping power, smart working and honest.
* Working knowledge in MS-Word, MS Power Point & **MS Excel**. (**Done One yr Diploma**).
* Responsible, team player, fast learner and able to work under pressure in a dynamic working environment.

**PROFILE:**

* A clear concise communicator with verbal, written & reporting skills.
* Able to handle complete worst situation independently. Strong team player - works well with other business partners. Ability to influence & lead cross functional teams.
* Sincere and responsible towards work, organized, co-operative, flexible and reliable.
* Self-starter and quick learner. Requires low supervision and takes initiatives. Finance & Marketing student with excellent reasoning and people-understanding ability.

**EXPERIENCE:**

* Currently associated with **Indica Industries Pvt Ltd** as **Account Executive** (ahmedabad sanand) (Jun-2013 to till).
* Maruti Suzuki (Supplier) – Shakumbari Automobiles Pvt. Ltd. (uttrakhand kotdwara)as a Assistant Accountant (Oct-2011 to Mar.-2013)**.**
* **JOB DISCRIPTION**:
  + **Co-ordination with Branch/HO & Factories and Other Group Companies, for exchanging accounting statements, for reconciliation purpose of Inter Branch/ Comp.**
  + **Submission of Trial balance & all other required details/supporting ie.GST VAT, CST, ET, Sales Tax Refund & Bank Confirmation etc. to finalization dept. (Auditors) for timely completion of finalization activity as per requirement.**
  + **Prepare all statutory heads reconciliation.**
  + **Check & ensure that statutory liability heads are properly reflect in books, in case any variation, it is informed to concern for accounting.**
  + **Check the transactions, on daily basis, to ensure for completion of accounting entries related to Inter Branch/ Inter-Company transactions from all branch/HO.**
  + **Customer/Dealer Reconciliation** . FORM-C/TDS, VAT, Prof. Tax, ESIC & GST Certificate Collection.
  + Credit reviews / Credit Block Release after check past record & advance money.
  + DD/RTGS receipt confirmation against COD and related COD approval.
  + Follow-up for over-dues, monitoring clients, updates receivables by totaling unpaid invoices.
  + Maintains records by microfilming invoices, debits, and credits.
  + Verifies validity of account discrepancies by obtaining and investigating information from sales and from customers;
  + Resolves collections by examining customer payment plans, payment history, and credit line. Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
  + Protects organization's value by keeping information confidential.
  + Accomplishes accounting and organization mission by completing related results as needed.
  + Closing stock & raw material finalization …
  + vat/tds/service tax reconciliation
  + Field GSTR 3B & GSTR 1 & GSTR2A RECONCILIATION , GSTR 9 RETURN WORK
  + Maintain Gst Cenvat Detail
  + Bank reconciliation Cr/Dr both
  + Branch to branch reconciliation
  + Facing Excise and internal audit..
  + Trial Balance Preparation End of F.Y

**ACADEMIC PROFILE:**

* MBA FROM **Swami Vivekananda Subharti University**
* Post graduation (M.Com.) from HNB kotdwara Uttrakhand.
* Graduation (B.Com.) from HNB Kotdwara Uttrakhand.
* HSSC (12 th ) from Uttrakhand Board.(Commerce).
* HSC (10 th ) from Uttrakhand Board

**SKILLS : FINANCE AND ACCOUNTING OTHER ACTIVITIES:**

* Hobbies include singing, listening to music, Roaming with friends & making new friends.

**PERSONAL DETAILS: :**

* **Date of birth :** 26 th Dec. 1988
* **Father’s Name :** Mr. O.P.Dabral
* **Nationality :** Indian
* **Marital Status :** married
* **Languages Known :** English , Hindi,

**DECLARATION:**

I, hereby declare that all the details furnished above are true to the best of my knowledge and belief. Place: Ahmedabad Prashant Dabral