

## PRAMOD PRABHAKAR CHOUDHARI

**Address:** Flat No.303, Supreme Blossom, Behind GST Office, Pathardi Phata, Nasik-422011

**Contact:** 8888656958 / 7768800089 E-Mail: [ppcpramod@gmail.com](mailto:ppcpramod@gmail.com)

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### CARRER OBJECTIVES

To accept the new challenges in “**Accounts & Finance**” domain that will effectively utilize my potential, capabilities and skills, so as to allow me give the best of my performance for the organization that I work for and take the organization to greater heights.

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### CURRENT ASSIGNMENT

**MONSOON GREEN EARTH FARMS & PROJETS PVT. LTD.**

**OCT' 2017- PRESENT**

#### **Sr. Executive Accounts**

##### **Responsibilities Shouldered:**

##### **User friendly with SAP sys FICO module.**

- ✓ Handling packing material Invoice booking in SAP (MIRO PROCESS).
- ✓ Incoming Expenses Invoice Posting and Make Payments in SAP sys
- ✓ Bank Reconciliation and Vendor Reconciliation IN SAP
- ✓ Creation of new Vendors Accounts SAP sys
- ✓ Handling Accounts Receivables/ Payables functions to ensure timely receipts/ payments, statements and maintaining uniform accounting practices for the smooth running of the business.
- ✓ Having Knowledge of Exports & Import documentation, preparation of Export Invoice.
- ✓ Handle & Maintain Export related documents.
- ✓ Coordinate with clearing house agent.
- ✓ Coordinate with audit team both Statutory & Internal as an when required
- ✓ Handling E-net payment process & Statutory Dues payments

##### **Dealing with Direct and Indirect Tax**

- ✓ Monthly working on GSTR-1, GSTR-3B.
- ✓ Compilation of all basic data for TDS Return (Salary & Other than Salary) and Preparation of TDS working and filling of return.

## Executive Accounts

### Highlights:

#### Major Accountabilities (Accounts & Taxation):

- ✓ Handling Accounts Receivables/ Payables functions to ensure timely receipts/ payments, statements and maintaining uniform accounting practices for the smooth running of the business
- ✓ Handling statutory related matters of the company including timely filing and assessment of Income Tax and preparation of TDS Certificates of employees, handling TDS Returns
- ✓ Entrusted with the task of computing Service Tax, timely Deposit of Service Tax, preparation of Service Tax Return and E-Filing of Service Tax Return
- ✓ Handling VAT computation and VAT return & payment process with H & C Forms issuance
- ✓ Coordinate with the Bank Authorities and prepare Bank Reconciliation Statements for reconciling Cash & Bank balances
- ✓ Coordinate with audit team both Statutory & Internal as an when required
- ✓ Working with Tally 9.0 Latest Version Software & SAP FICO Module
- ✓ Receiving and arranging deposit of funds from various depositors; making accurate entries in proper accounts of all cash transactions
- ✓ Handling E-net payment process with import & Statutory Dues payments

#### Major Accountabilities in (SAP)

- ✓ Opening Balance Upload in SAP sys
- ✓ G/L to G/L transfer entries
- ✓ Handling End to end process of TAXATION in SAP sys
- ✓ SAP Vendors invoices verifications (MIRO PROCESS) and preparation of statement with G/L a/c no's
- ✓ Incoming Expenses Invoice Posting and Make Payments in SAP sys
- ✓ Creation of new Vendors Accounts SAP sys
- ✓ Making of check printing for Down payments SAP sys
- ✓ Payment checks receiving from bank and distribution
- ✓ G/L Entries posting in SAP sys
- ✓ Accounts Payable & Receivables Process in SAP
- ✓ Bank Reconciliation and Vendor Reconciliation IN SAP
- ✓ Preparation of sales, purchase invoice, cash & bank vouchers, debit, credit note.
- ✓ Maintaining cash and bank transactions.
- ✓ Clearing of down payments against Vendor & customer invoices.
- ✓ Implementing of GST in SAP
- ✓ Maintaining Vendor Master records in SAP for GST
- ✓ Maintaining Condition of GST in SAP for Vendor Master.

**URJAYANT ENGINEERING PVT LTD.**

**AUG'2015-APR'2016**

**Accounts Officer**

**Highlights:**

- ✓ Prepare Sales invoice & purchase entries
- ✓ Tally ERP 9.0 Day To Day Entries (Sales,Purchase,Expenses)
- ✓ Maintain Taxation –Excise, VAT, & TDS all Formalities
- ✓ Prepare Export Formalities – Sales invoices, A.R.E.-1 , CT-1 Track Record for the time of Removal as per CT-1
- ✓ VAT Quarterly Returns Working & Filing
- ✓ Excise Monthly RG 23 A PARII & Part I
- ✓ Prepared 'C' & 'H' Forms Application & Issuance
- ✓ VAT audit return working & Filing
- ✓ Monthly Debtor & Creditors Statements & Reconciliation
- ✓ Handling end to end Excise Audit formalities
- ✓ Co-ordinate with Tax consultants
- ✓ Handling Bank activities
- ✓ Preparation of Stock statement for bank purpose
- ✓ Monthly Reconciliation of CC Bank account & Bank loan accounts

**DHONDGEPATIL & ASSOCIATES.**

**NOV'09-JULY'15**

**Assistant- Accounts & Audit**

**Highlights:**

- ✓ Working on TALLY ERP 9.0 latest Version
- ✓ Statutory And Tax Audit of Various Nationalized Banks, Co-Operative Bank, Partnership Firm, Private Limited Companies & Individual
- ✓ Preparation and Filing of TDS Returns.
- ✓ Preparation & Filing of Income Tax Return of individual, Partnership Firm & Companies
- ✓ Internal Audit of Co-operative Bank.
- ✓ Assisting all Bank activities as & when required

## EDUCATIONAL CREDENTIALS

- ✓ MBS (Finance) • Pune University • 2014
- ✓ PG-DBM (Finance) • Pune University • 2013
- ✓ MCOM • Pune University • 2013
- ✓ BCOM • Pune University • 2011
- ✓ HSC • Nasik Board • 2008
- ✓ SSC • Nasik Board • 2006

## OTHER CREDENTIALS

- Tally 9.0
- Information Technology Course Conducted by ICAI
- Marital Status: - Married
- DOB- 01 Jun 1989
- Language-Marathi, Hindi, English

**Declaration:** I hereby declare that all the above-mentioned information is correct and true to the best of my knowledge.

Signature: \_\_\_\_\_