

VIJAY KUMAR PRASAD

Garabasa Near Shitla Mandir, Post office- Tatanagar, City -
Jamshedpur, State- Jharkhand, Pin Code- 831002, (India)

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Summary

Experienced accountant with exceptional teamwork, communication, and interpersonal skills. Collaborated with cross-functional teams to streamline financial processes and ensure accuracy. Effective communicator, building strong relationships with clients, colleagues, and senior management. Proven ability to analyze complex data, identify discrepancies, and implement corrective actions. Ready to contribute expertise and drive results in a challenging professional setting.

Work Experience

- M/S Suguna Foods Private Limited** November-2024 - Continue
Accounts Executive
Summary of Work Experience :-----
 - Closing the book of birds every Friday in SAP.
 - Maintaining equipment entry, medicine entry, office & guest house expenses in SAP software.
 - Maintaining Stock report of birds, medicine and equipment in SAP software.
 - Checking and updating Farmer Legal Agreement in SAP.
 - Making salary of employees and getting it cleared from Branch Manager.
 - Solving farmer's problems with the help of the team.
- M/S Penguin Cool Service** 2020 - 2024
Accountant (Part Time)
Summary of Work Experience :-----
 - Performed various accounting tasks, including tally entry, GST calculations and maintaining accurate financial records.
 - Maintained accurate stock records, tracking inventory levels and conducting regular stock reconciliations.
 - Maintained accurate records of invoices, cashbooks, bank statements, and office expenses.
 - Managed invoice generation and party billing processes, maintaining an organised system for tracking payments and receivables.
 - Provided valuable support to auditors by assisting with financial audits and ensuring compliance with accounting standards.
- M/S Tata Project Limited (Noamundi Site)** 2018 - 2020
Assistant Accountant
Summary of Work Experience :-----
 - Up-to-date invoices and payments of all vendors in Tata Project ERP software.
 - Generating sales invoice on completion of site project with ERP software.
 - Maintaining daily office expenses in ERP software.
 - Prepared vendor payment report on monthly basis.
 - Making salary of all employees and getting it cleared from the bank.
- M/S A.R Mitra & Comapny** 2015 - 2018
Article Clerk
Summary of Work Experience :-----
 - Managed and maintained client accounts, including individuals, sole proprietorships, partnerships, and private limited companies.
 - Completed tax returns for diverse client base.
 - Filed income tax returns and made online tax payments to the Government.
 - Ensured timely calculation and filing of GST returns.
 - Prepared and submitted online tax audit reports.

- Created comprehensive project reports.
- Conducted audits for sole proprietorships, partnerships, and private limited companies.
- Carried out continuous statutory audit for Baroda Bank for a period of two years.

Education

- **Jamshepur Worker's College** 2015-17
Master of commerce
69.63%
- **Jamshedpur Worker's College** 2011-14
Bachelor of commerce
65.25%

Training

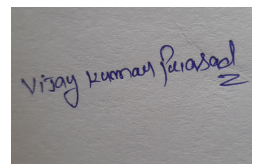
- > Completed 100 hours of information technology training organised by Jamshedpur Central India Regional Board of the Institute of Chartered Accountants of India.
- > Attended 35 Hours Oriental Program organised by Jamshedpur Central India Regional Board of the Institute of Chartered Accountants of India.

Technical Skills & Education

- SAP (Oracle), Tally ERP9, Typing skills, MS Excel and office skills, email skills, software and web operations.

Soft Skills

- > Good communication abilities.
- > Capability to manage critical situations.
- > Positive attitude towards working culture.
- > Good for managing a large team.
- > Good ability to work together and individually.



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