

# PRASHANT KUMAR



## ADDRESS FOR CORESSPONDANCE

C/o Nisheeth Kumar  
G-62, Shyamli Colony  
Ranchi, Jharkhand

## PERMANENT ADDRESS

Mr. A. N. P. Singh  
D1/2 Purendu Nagar  
Khoja Imli, Phulwarisharif  
Patna - 801505 Ph: 0612-2250300  
9431341745(m)

**E-mail** : prashant7329@rediffmail.com

**Objective** : Looking for a challenging opportunity in Finance Accounts

**Qualification** : **Academic:**  
B.Com (H) Delhi University  
**Professional:**  
I.C.W.A Completed up to Final Group-1  
Management: One-Year Diploma in Business Management from  
NACOLAM, Chennai.

## **Experience :**

**(10/05 to till date): Finance & Accounts Officer in  
Jharkhand Space Application Center, Under Dept. of  
Information Technology, Govt. of Jharkhand.**

- Maintaining Accounts of Society in Tally 7.2.
- Calculating Income-Tax and Preparing Form 16 & 16A
- Deducting TDS and making payments to supplier
- Verifying day to day Bills and Vouchers
- Preparing Annual Establishment Budget of Society and sending to Govt of Jharkhand
- Preparing Utilization Certificate Project wise and sending to ISRO, UNDP and Govt. of Jharkhand.

**(12/04 to 10/05)**

**Consultant Accounts Manager State Health Society, Bihar  
Dept. of Health Govt. of Bihar, RCH Programme funded by  
World Bank and DFID.**

- Maintaining records of Society Accounts.
- Disbursement of fund to implementing agencies.
- Preparation of Statement of Expenditure and arranging audit as per the society byelaws.
- All Tax related matters of Society

**(2/03 to 11/04):**

**Accounts & Administrative Officer** Jharkhand Tribal Development Society, (An Autonomous Body under Welfare Dept. Govt. of Jharkhand.) IFAD,DFID assisted Tribal Development Programme in the state of Jharkhand.

**Job Profile:**

- Budgeting and accounting of the programme
- Expediting the release of funds for timely implementation of different activities by the PMU and the DPIUs
- Maintaining records of all financial matter related to the programme
- Preparing requests for release of funds from the state as well as the Central Govt. and preparation and submission of withdrawal of requests
- Supervising and inspection of the finance section of the DPIUs
- All aspects related to personnel and general administration matters.
- To facilitate disbursement of funds to implementing agencies.

**10/01 to 01/03 :**

**Dy. Finance Officer** Swa-Shakti Project, (World Bank & IFAD Assisted) Jharkhand Women Development Society, An Autonomous Body, under Social Welfare Dept, Govt.of Jharkhand.

**Job Profile:**

- Preparing annual budget based on annual work plans.
- Ensuring maintenance of adequate records.
- Monitoring of funds management.
- Expediting release of funds to implementing agencies.
- Preparing reimbursement claims for submission to DWCD.
- NGO Service Contacting
- Procurement of Goods & Services

**(7/98-9/01) : Account Supervisor**

Suprabhat Steel Ltd., Patna

**Job Profile:**

MIS

Purchase Ledger

Debtors Ledger Bank Reconciliation

Verifying Cash/Bank Book

**(7/96-6/98) : Trainee(Finance & Accounts)**  
India Tourism Development Corporation  
*(Ashok Group of Hotels and Headquarter)*

**Specific Job Performed:(On the Job Training)**

M.I.S.  
City Ledger, verifying credit cards.  
Bank Reconciliation  
Income Journal  
Balance Sheet (96-97 & 97-98)

**(4/95 to 6/96):-Industrial Trainee**

Telecommunication Consultant India Ltd.Delhi

**Education**

1999 : Diploma in Business Management  
1996 : Bachelor of Commerce (Honors)  
1995 : I.C.W.A. (Intermediate)

**Computer Skills**

: MS-Office 98/2000 (MS-Word, MS-Excel)  
Internet Mail, Accounting Package Tally.  
Computerized Financial Management System.

**Language**

: English & Hindi

**Personal Information**

: Date of Birth : 14th Oct. 1973  
Marital Status : Married  
Sex : Male  
Hobbies : Creative Writing

**Other Information**

: Father's Name : Shri Achyutanand Pd. Singh  
Status : Chief Engineer P.H.E.D.

**Place:**

(Prashant Kumar)

**Date:**