

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
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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: