

CURRICULUM VITAE

Name	PRABIN KUMAR SINGH
Father Name	KUMAR SINGH
Date of Birth	04/01/83
Marital Status	MARRIED
Nationality	INDIAN
Present Address	HPCL Biofuels, New Patliputra Colony, Fiends Home Apartment Patna - 800013
Permanent Address	3, HAZRA BAGAN LANE, CIT ROAD, ANANDPALIT, KOLKATA-700015
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Academic background (Starting from highest)

S.N	Qualification	School/Institute/University	Year of Passing	% of Marks*	Subject/Specialization
1	PGDM (Finance & Marketing) Full Time	Asian Business School (Noida)	2013	70%	Finance & Marketing
2	BSCHMCT	SBIHM	2008	68%	Front Office
3	Higher secondary	CBSE	2004	60%	Commerce
4	Secondary	ICSE	2002	52%	General

Work Experience (starting from the latest)

Experience 1	From	22 Jan 24
	To	Till Date
	Organization	Shakti InfoTech Pvt Ltd
	Designation held	Accounts & Tally Expert
	Brief profile of the Responsibilities held	<ul style="list-style-type: none"> ● Maintain all Accounting voucher entry in Tally Prime. ● Maintain books of accounts in Tally. ● Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors ● Maintain Petty Cash Book. ● Maintain day to day Accounts & reporting to the senior management. ● Perform general office duties such as typing, operating office machines, and sorting mail.

		<ul style="list-style-type: none"> ● Add new material to file records, and create new records as necessary. ● Maintain of Payments & Receipt voucher. ● Assist in the preparation of monthly balance sheet account reconciliations. ● Proficiency in Tally software, including Tally Prime with the ability to demonstrate advanced features and functionalities. ● Experience in accounting and financial management, preferably in a professional capacity, demonstrating practical knowledge of financial processes.
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Experience 2	From	01June21
	To	15 Jan 24
	Organization	Hanuman Hardware
	Designation held	Accounts Manager
	Brief profile of the Responsibilities held	<ul style="list-style-type: none"> ● Day to Day books of accounts maintain in Tally ERP 9 ● Monthly Day book & Trail Balance reports generate in Tally ● Prepare Bank Reconciliation & Inventory Reconciliation on monthly basis. ● Maintain month wise of all Tally vouching in Hard copy in chorological order. ● Maintain cheque issue register bank A/c wise in Tally & hard register. ● P&L Account/ Income & Expenditure A/c & Balance Sheet report. ● Supplier ledgers & customer ledger reconciliation with receipt & payment A/c. ● Finalization of books of accounts. ● Maintenance of cash book, stock register, with cost center wise. ● Tally Books of accounts, synchronize of 3 branches with Head office & prepare a consolidated report. ● Coordinate & support to Auditor while auditing. ● Responsible for Accounts Payable activity. ● Proper examine of bills before payment. ● Compliance of statutory liabilities TDS & GST within due date. ● Handling various commercial activities. ● Dealing with bankers regarding BOD and other relevant activities. ● Responsible for all type of Payments & Receipt voucher. ● Prepare adhoc financial reports as per required by Owner & senior manager.

Experience 3	From	11 Feb 2020
	To	27 May 2021
	Organization	Sona Gold Agrochem Pvt Ltd
	Designation held	Financial Accountant
	Brief profile of the Responsibilities held	<ul style="list-style-type: none"> • Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation with relevant laws & regulations. • Verifies assets and liabilities by comparing items with documents. • Responsible for general accounting processes of inter-company reporting between two entities in Tally. • Preparing Profitability sheet. • Preparing the detailed reports and presentations for review for all levels of Management. • Promotion & Advertising cost within budgets. • Develop and execute strategic plan to expand the company's customer base. • Coordinating with other departments to analyze and review various inputs to confirm quality and accuracy of the process. • Completing the various report requests from management to analysis of company performance • Preparation & timely managing of reports in Tally • Maintaining monthly reconciliations of billed/unbilled activities and reconcile.

Experience 4	From	24 Aug 2019
	To	05 Feb 2020
	Organization	Sun Knowledge Pvt Ltd
	Designation held	Management Executive
	Brief profile of the Responsibilities held	<ul style="list-style-type: none"> • Monitoring & managing billing & accounts in Tally. • Proper examine of bills before payment. • Solving customer claim settlement process. • DME (Durable Medical Equipment) billing in Tally. • Assist senior management with preparing monthly reports including consolidating financial data, performing budget to actual variance analysis. • Assisted senior analysts in preparing presentations, assessing budgets, and drafting reports. • Preparation and Follow up of Bills receivables after invoicing to debtors, conducting ageing analysis with an aim to keep receivables under control. • Ensuring that all payments are made to suppliers within the stipulated time frame and managing accounts payable within the pre-set parameters. • Preparation and Presentation of MIS Reports and submission to the management. • Follow up on unpaid claims within standard billing cycle time frame.

Experience 5	From	24 Sept 2015
	To	24 Nov 2018
	Organization	HSBC Electronic Data Processing (India) (HDPI)
	Designation held	WEALTH OPERATION EXECUTIVE (UK Process)
	Brief profile of the Responsibilities held	<ul style="list-style-type: none"> • Dividend Payment to PIMS & ISA clients. • Invest Direct Closing. • CORPORATE ACTION (Mandatory & Voluntary Corporate action). • Investment Banking • Coordinate with Senior Manager for day to day work. • Checking of work done by Processer. • To implement records and reporting formats to ensure that all information are accurately recorded and adequately monitored for decision making and projection.

<i>Total Experience (in years)</i>	8 years+
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Languages to Read, Write & Speak - English, Hindi, Bengali

Computer Skills: - MS Office, Tally ERP 9 & Tally Prime

Date:

Place:

Prabin Kumar Singh
Signature of the Candidate