

RESUME

PRABHAT BHARDWAJ

ADDRESS:- RC-82, Anil Vihar, Khora Colony, **EMAIL ID:-** Prabhat.Bhardwaj11@gmail.com
(Opposite Sec-62, NOIDA) Prabhat.Bhardwaj22@gmail.com
GHAZIABAD (U.P.)

MOBILE NO.:+91 9582910979

Career Objective:-

- Looking forward to enrich my knowledge and skills aligned with the organization's ultimate goals specifically in Finance and Accounting.

Professional Qualification:-

- **PGDM in (Finance & IT) with 73.15% from Global Institute of Management & Technology, (Noida) {Batch (2010-2012)} approved by AICTE, Ministry of HRD, Govt. of INDIA.**

Educational Qualification:-

- B.Com (Prog.) from Delhi University in 2010 with 63.33%.
- 12th from CBSE Board in 2007 with 74.6%.
- 10th from CBSE Board in 2005 with 62%.

Information Technologies Skills:-

- MS Word, Advanced Excel, MS PowerPoint, SAP (FICO Module), FARVISION, TALLY.ERP 9, FINNONE.

Work Experience:-

- **PRESENT ORGANIZATION:- CSL FINANCE LIMITED, NEW DELHI**

DESIGNATION : EXECUTIVE-ACCOUNTS & FINANCE
DURATION : 09th May 2017 TO Till Date

Roles & Responsibilities:-

- Processing of Vendor Invoices.
- Ensures proper deduction of TDS as per the Income Tax rules.
- Review Employee expenses as per policy and make reimbursements.
- Accounting Entries (Bank, Cash and Journal Vouchers).
- Managing Payments to vendors & employees.
- Processing NEFT & RTGS.
- Loan Disbursement (Corporate & SME).
- Preparing & Issuing Tax Invoice, Credit Note & Debit Note.

- Monthly Statutory payment such as PF, ESIC & TDS.
- Interest Calculation with Bank & Client.
- Posts customer payments and maintain Ledgers of the client.
- Reconciling TDS credit with 26AS.
- Reconciliation of Bank Statements, Debtors and Creditors Accounts.
- Preparing Daily Fund Position.
- Preparation of monthly MIS and weekly reports required by management.
- Processing of salary of employees on monthly basis.

• **PREVIOUS ORGANIZATION:- PARAMETRIQUE SMART BUILDING SOLUTIONS PRIVATE LIMITED (ATS GROUP), NOIDA**

DESIGNATION : EXECUTIVE-ACCOUNTS & FINANCE
 DURATION : 20th April 2016 TO 08th May 2017

Roles & Responsibilities:-

- Processing Invoices (Income & Expense).
- Accounting of Collections and Adjustment of the same against the Invoices.
- Responsible for making entries of collection/Receipt (Cash, Cheque, NEFT, Payment Gateway & CC Machines) on daily basis.
- Reconciliation of collection/receipt on daily basis.
- Vendor and Customer Ledger Creation.
- Managing the Vendor Payments& Reconciliation on time.
- Issue Invoices to Vendors (on the basis of Delivery Challan & Purchase order).
- Preparing salaries and reimbursements after getting Input from HR Department.
- Processing NEFT & RTGS.
- Issuance of FORM 38.
- Preparation of Debtor's & Creditor's Aging Report monthly and Quarterly.

• **PREVIOUS ORGANIZATION:- SUPERTECH LIMITED, NOIDA**

DESIGNATION : EXECUTIVE-SALES ACCOUNTING
 DURATION : 08th August 2015 TO 19th April 2016

Roles & Responsibilities:-

- Sales Order Creation of Customers and Billing in SAP.
- Regular Accounting of Income & Expenses, Bank Reconciliation, TDS.
- Processing Client's & Nominal Posting (NEFT, RTGS, DIRECT DEPOSIT and CASH DEPOSIT) in SAP.
- Processing Miscellaneous Income & Admin Charges in SAP.
- Calculation of Service Tax for different Installments.
- Interest Calculation on delay payments received from the customer.
- Investigate and resolve billing and account discrepancies.
- Preparation of Debtor's & Creditor's Aging Report monthly and Quarterly.
- Reconciliation of Customer account after full & final Settlement.

- Compile Data and prepare monthly reports and statements.
- **PREVIOUS ORGANIZATION:- INNODATA INDIA PRIVATE LIMITED, NOIDA**

DESIGNATION : SENIOR ASSOCIATE (FINANCE)
 DURATION : 09th September 2013 TO 07th August 2015

Roles & Responsibilities:-

- Analyzed Financial Information (e.g. Financial Statements & Financial Ratios).
- Cash Flow analysis to determine increase in working capital through inventory, receivables ratios.
- Preparation of iXBRL for different Industries through UK-GAAP, IRISH GAAP and IFRS Taxonomies.
- Quality Audit of iXBRL-converted Financial Statements of Companies (prepared under UK GAAP, IRISH GAAP and IFRS).
- Reporting errors & suggesting corrective action.
- Checking for online updates from HMRC & XBRL Inc. & their communication among the team members.
- Maintaining Quality Log for all business regions & monthly TAT report.
- Resolving Client's queries regarding iXBRL version of reporting.

Training Details:-

- Has done Training at **Drishtee Development and Communication Ltd.** (Sector-62), NOIDA for 6 weeks as a Management Trainee in **“Data Analysis - Kiosk Banking Business”**.

Personal Profile:-

Father's Name : Late Shri Ghanshyam Bhardwaj
 Date of Birth : 14th-May-1989
 Sex : Male
 Marital Status : Single
 Nationality : Indian
 Religion : Hindu

Declaration:-

I hereby certify that the information furnished above is authentic and complete to the best of my knowledge and beliefs.

Date.....

Place.....

(PRABHAT BHARDWAJ)