

# Prasad Bambatkar

Senior Officer, Accounts & Finance

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Present Address: N-12, Modi Nagar  
Raigarh, Dist- Raigarh (CG) Pin-496001

Permanent Address- Anjani Apt, Moti Nagar  
Amravati (M.H.)

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Young, energetic and result oriented professional with self-motivation and confidence. Extended expertise to adapt varied conditions, Self initiatives to perform tasks independently. With over 11 years of experience in entire Finance and Account including MIS reporting. Well versed with modern accounting systems. Aiming to scale opportunities across Accounts vertical with a leading organization where I can utilize my strong analytical, planning and organizational skills to ensure higher profitability and growth of the organization.

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- › Accounting
- › Daily reporting
- › MIS reporting
- › Coordinating with commercial Department
- › I.T Skills Oracle (EBS), Light House System (ERP based - Accounts Package) Tally 7.2 & 9.0 Application software

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## WORK EXPERIENCE

### With MSP STEEL & POWER LTD, Jamgaon, Raigarh, Chhattisgarh

Asst, MGR Accounts & Finance Reporting to ADD .G.M.	April 2008 – Continue
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- Working with ERP.
- AP: Accounts payable end to end process, checking purchase order, processing GRN and Service Entry.
- Processing store consumable item and Automobile contractors invoice for every month as per work order/NFA terms and condition.
- *Examining*
- Assuring timely payment process of vendors as well as contractors.
- Checking purchase orders and service orders proper cost center and GL account tagging.
- Reconciliation of project and regular vendor's ledger.
- Preparation of vendor aging as and when required by management.
- Comply with requirements of both Internal and Statutory Auditors as and when required.
- **Examining & passing bills of raw material (Iron Ore and Coal & other raw materials ) received Through regularly following up with the department. for passing bills for speedy payment to transporters and parties.**
- **Examining & passing bills of Freight outwards & Freight Inward**
- **Making Debit & Credit Notes Related work**

- **Checking & passing of bills of Heavy Vehicle/ Light Vehicles, along with monthly chart as required by HO,**
- **Making Final payment Chart & Report of monthly Services & payments**
- *Correspondence along with Respective Departments*
- *Preparation Contractors outstanding for the payments*
- Accounts Payable: Accounts payable end to end process, checking purchase order, processing GRN and Service Entry.
- Accounts Receivable: Checking of sale invoice and posting bank receipt entry, credit note posting, debtor ledger reconciliation.
- Assuring timely payment process of vendors as well as contractors
- Also handling day to Cash individually.

#### With ARMBOL RESORT –DAMAN

<b>Front Office Manager Finance &amp; Accounts</b> 3 star Hotel, Reporting to Finance Controller	March 2004 – April 2005
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- Cash & Bank: Approving all cash & bank payments, posting & clearing bank statement, bank reconciliation and daily cash position reporting.
- GL: Journal entry, Rectification entry.
- Debtors and Creditors ageing & schedule, analysis of advance to vendors with reasons for long pending unadjusted advance and Provision for customer.
- Regularly meeting with front office manager and sales team, set target of collection, and revenue and follow-up with them. Handle vendor, customer enquiries and resolve issues within the assigned timeframe.

#### EDUCATION

##### Bachelors in Commerce

YCMU –NASIK 2006

Diploma in Hotel MGM- AMRAVATI 2004

MSCIT Computer Course -AMRAVATI 2009

#### Skills

**IT Skill:** Well versed wither(Light House), MS Office and TallyE.R.P System.

**Hobby:** Listening songs

**Language Known:** Marathi, Hindi and English.

#### PRESENT REMUNERATION:

**6,18,636/- CTC Per Annum**