NEERAJ PRASAD

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OBJECTIVE

- To obtain a challenging position in any Sector which would give me the opportunity to synthesize my academic learning and skills for development of professional / personal goals and organizational objectives.
- Also to be involved in a profile which lets me be more assertive and shoulder more responsibilities.

SUMMARY OF QUALIFICATIONS

- Sincere, dependable and highly organized individual.
- Keen aptitude for leaning applying new knowledge resourcefully.
- Strong problem solving and analytical skills with the flexibility to work cohesively as part of a multidisciplinary team, complimenting the skills of others.
- Strong communication and inter-personal skills with tendencies towards aligned action and conflict resolution.
- Multilingual with proficiency in English, Hindi and Bengali.

EDUCATION & PROFESSIONAL DEVELOPMENT

- Madhyamik Pariksha passed from W.B.B.S.E.
- Higher Secondary passed from W.B.C.H.S.E.
- B.Com passed from University of Calcutta.
- M.Com passed from Vidyasagar University.
- Diploma in Librarianship.
- Bachelor of Library Science.
- Diploma in Social Science from Jadavpur University.
- B.Ed completed from

PROFESSIONAL EXPERTISE

- Certificate in Financial Accounting from the Barrackpore Youth Computer Training Centre.
- Tally ERP 9.1 from The Smart Education.
- Typing speed of 45 w.p.m.

PROFESSIONAL EXPERIENCE

- Worked as Assistant Teacher, primary section in Cantonment Board Junior High School for 7 (seven) years.
- Executive Member Library Association.
- Worked experience as an Accountant in Senate Public School for 2 (two) years.
- Worked experience as an Administration Accountant in MPCC.
- Social Advisor in NGO.
- Deeply worked experience in Tally ERP9.

PERSONAL ATTRIBUTION

- Dedicated to job, leadership and ability to work in stressed conditions, ability to command and lead, effectiveness in working as a part of team to build up confidence and willingness among subordinated by the method of motivation.
- Delegate subordinates to accomplish goals.
- Flexibility in job and strong communication skill.

PERSONAL DETAILS

- Date of Birth : 31st August, 1989
- Father's Name : Late Kallu Prasad
- Gender : Male
- Nationality : Indian
- Religion : Hinduism
- Marital Status : Unmarried
- Languages Known : English, Hindi and Bengali

Date :

Place : Barrackpore

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Signature

SCHOOL ACCOUNTING MANAGEMENT

ADMISSION	PAYMENT	EXAM
FORM	VIVA/BIRDS	RESULT
FEES	ADMIT CARD	CLOSE WISE
FEES SLIPS/CARDS	TRANSFER	OUTSTANDING
DAYBOOK	FEES RECORDS	DETAIL
ELECTRICITY BILLS	MAINTENANCE EXPENSES	MISCELLANEOUS EXPENSES

❖ Administration And Finance

1) General Financial Rule
2) Travelling Allowances Rules
3) Leave Travel Concession
4) Medical Attendance Rules
5) Pay-Fixation (FR&SR)
6) Leave Rule
7) Joining Time
8) CCS (CCA) Rule
9) CCS (Conduct Rules)
10) Reservation Policy

❖ Rule and Responsibility

1. Keeping and Maintaining the book for the school day to transaction.
2. Making financial reports with profit and loss.
3. Creating budget sheet.
4. Maintaining the balance sheet.
5. Create and maintain financial project.
6. Tax equalization calculation.
7. Assisting in financial audit.
8. Taking care of ITR/TDS related things.
9. Payroll
10. Assisting HR
11. Working on projection and financial strategies.

❖ Skill Required

1. Through knowledge of basic accounting procedures.
2. In depth understanding of generally accepted accounting principle (GAAP)
3. Awareness of business trends.
4. Familiarity with financial accounting statement.
5. Experience with general ledger function at the month/year end close process.
6. Advance MS-Excel skill.
7. Accuracy and attention to detail.

❖ Deeply knowledge a GST Accountant role

- Finance statements analysis.
- Tax returns and fillings.
- GST Accounting.
- Internal and external audits.
- Mergers and acquisitions.
- MS Office suite.
- Cost Accounting.
- Regulatory compliance.
- Prepare tax returns, payments, paperwork and reports as needed.
- Assess and investigate complicated tax situations in order to find solutions.
- Manage and keep the company's tax database up-to-date.
- Determine tax savings and offer profit-boosting strategies.
- Completed weekly check runs and prepared cash disbursement reports.
- Reviewed invoices for coding accuracy and approval.
- Investigated and resolved issues related to GST while releasing payments.
- Prepared 150 tax forms for all vendors and W-2's for employees.
- Liaise with internal and external auditors.
- Generated lead by cold calls and digital marketing.
- Used scripts to provide information about society amenities, layout, price, and rules and regulations.
- Arranged business meeting with prospective clients.
- Build long-term relationships with new and existing customers.
- Impact of GST on Indian Economy.
- Studied the advantages and disadvantages of GST introduction on the country.
- Highly appreciated for publishing the report in 2 national journals.
- Gather the necessary materials, such as yearly tax tables, instructions, and forms, in order to accurately compute taxes for clients.
- Collaborate with clients to gather personal information about prospective deductions, educational grants, or allowances.
- Inform clients of the important papers and documentation required to correctly complete tax forms.

A certified GST practitioner with a keen eye for reviewing, investigating and correcting errors and inconsistencies in financial documents, skilled in handling audit assignments.