

PRASANNA KUMAR BEHERA

Accountant



CONTACT

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Box Park, Jumeirah 1, Dubai,
UAE

EDUCATION

MAHATMA GANDHI UNIVERSITY

New Delhi, Delhi

Master of Business

Administration Finance

(Jun 2015)

FAKIR MOHAN UNIVERSITY

Bhadrak, Odisha

Bachelor of Commerce

(Jun 2009)

TECHNICAL SKILLS

• SAP • Tally ERP • Microsoft Navision • Wings • Microsoft Office • Power BI • Tableau • Blogging

CAREER OBJECTIVE

Hard-working professional career with 8.5+ years of experience and a proven knowledge of accounting expertise, financial reporting, budgeting/forecasting, and tax preparation. Aiming to leverage my skills to successfully fill the Accountant role at the company.

EXPERIENCE

ACCOUNTS ASSISTANT

✉ *Karachi Grill Restaurant, Jumeirah 2, Dubai, UAE / Nov 2021 – Present*

- Manage all accounting transactions on ERP
- Accounts Payable and Accounts Receivable
- Reconciling SOA of suppliers for payment process
- Payroll and monitoring the employee visa documents
- Manage petty cash transactions
- Monitor project progress, timelines, and expenses
- Preparing daily sales report and cash tray report
- Bank Reconciliation
- Dubai Vat computation and Payment on time
- Analyze budgets and create expense reports
- Preparing three financial statements
- Manage accurate and timely the monthly, quarterly and annual closings
- Maintain data and records
- Prepare documents for audits
- Submit regular status reports
- Respond to customer requests
- Performing basic tasks such as filing, data entry, processing emails to vendors.
- Providing Support to Admin Department for visa process and documents control
- Keeping records of mandatory documents from the vendors or suppliers

ACCOUNTS EXECUTIVE

Yamaha Music India Private Limited, Gurgaon, Haryana / Nov 2015 - Feb 2021

- Manage all accounting transactions
- Bank Reconciliation

CERTIFICATIONS

Certified Industrial Accountant
from Institute of Computer
Accountant, Odisha, India

STRENGTHS

Business Communication
Teamwork
Time Management
Problem solving
Documentation skills
Multi-tasking
Work under pressure

- Payroll and Employee Reimbursement
- Petty cash management
- Reconciliation of accounts receivable and payable
- Ensure timely vendor payments and employee reimbursement
- Tax computation and return filling (VAT, GST, TDS)
- Prepare budgets and forecasts
- IFRS Reporting
- Manage accurate and timely the monthly, quarterly and annual closings
- Prepare financial statements; profit and loss, balance sheet and cash flow
- Inventory Management
- Fixed Assets Management
- Audit financial transactions and documents

ACCOUNTS EXECUTIVE

Mynd Solutions Private Limited, Gurgaon, Haryana / Feb 2015 - Oct 2015

- Invoice Process
- Taking Care of Debit Note and Credit Note
- Payroll and PF return filling
- Checking of Provisions and Accrual Entries
- Preparing Cash Flow Statement
- Vat and CST computation and return filling
- Reconcile AR and AP
- Timely vendor and employee payments
- Petty cash management
- Coordination and documentation of Audit

ACCOUNTS ASSISTANT

Dhampure Speciality Sugars Limited, New Delhi, Delhi / Jun 2012 - Feb 2015

- General Accounting
- Record all financial transactions with accuracy
- Verifying of Bills, Contracts and POs
- Invoice Process
- Taking Care of Debit Notes and Credit Notes
- Process of employee reimbursement and vendor payment
- Petty cash management
- PF challan payment and return filling
- Computation and return filling Taxes
- Audit support and documentation

DECLARATION

I do here by declare that given the above all statements are true, complete, and correct to the best of my knowledge.