

CURRICULUM VITAE

Prashanth Nayak

Dubai

UAE

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Career Objective

A challenging position that demands judicious blend of Accounting and Finance competencies in a renowned company having good working environment and an opportunity to explore and enhance my knowledge.

Summary

- ✓ A dynamic professional with more than Fifteen years of experience with Accounting, Finance.
- ✓ Strong organizer, motivator, team player and willing to learn.
- ✓ An effective communicator with excellent relationship building & interpersonal skills. Strong analytical & organizational abilities.
- ✓ Proficient in developing & streamlining systems with proven ability to enhance operational effectiveness and meet operational goals within the cost, time & quality parameters.
- ✓ An ability to maintain the confidentiality of sensitive information.

Current Job Profile:

Looking for New Job

Visa Status: Visit Visa from 01-Sept-2021 to 09-Dec-2021

Work Experience (In Abroad)

Worked with “**Concept Flexible Packaging L.L.C**”, Shifted from “**Concept Flexible Packaging FZC**” manufacture Flexible Laminated films located at Plot No. (P) 318/320, Al Ghail Industrial Park, Ras Al Khaimah, United Arab Emirates as an “**Accountant / Logistic Incharge**” from 05-Nov-2011 to 15-Mar-2014.

Worked with “**Al Aqili Furnishing**” – (Techno Park Free Zone Visa)”, located at Al Quoz Industrial Area – 4, United Arab Emirates as an **Accountant** from 16-Apr-2014 to 30-April-2015.

Worked with “**Concept Flexible Packaging L.L.C**”, manufacture Flexible Laminated films located at Plot No. (P) 318/320, Al Ghail Industrial Park, Ras Al Khaimah, United Arab Emirates as an **Accountant, Purchase Superintendent / Logistic Incharge / PRO** from 27th July, 2015 to 31st Dec, 2019.

Job Profile:

- ✓ All kinds of voucher entries & bank reconciliation
- ✓ Generating sale invoice & debit notes from package
- ✓ Making monthly consultancy fees/ Salaries.

- ✓ Deduction of TDS - all kinds of payments wherever applicable and payment of the same
- ✓ Filing of all types of quarterly e-TDS returns
- ✓ Generation & issue of TDS certificates
- ✓ Preparation of monthly services tax returns
- ✓ Updating Purchase & Sales.
- ✓ Handling Inventories.

Accounting:

- ✓ Independently handling of books of accounts like booking sales, purchases, debit/credit notes, journal entries, provisions, receipts/payments, bank reconciliation etc.
- ✓ Finalization of accounts & preparation of management reports.
- ✓ Prepare, monitor & update cash flows
- ✓ Supervise bank related matters & review bank reconciliation of different accounts.
- ✓ Ensure integrity and reliability of accounting records & financial statement and liaise with external auditors.
- ✓ Coordination with the senior management for the finance policy designing and ensure their implementation.
- ✓ Ensure a balanced payable policy, control aging and build up good relations with vendors
- ✓ Review and implement effective internal policy related to credit control and monitor receivables
- ✓ Overseas Purchases / Import / Export related activities.
- ✓ Review Contract Accounts and Job Order wise costing
- ✓ Review export, local, retail and mail order sales related documents.
- ✓ Overseas inventory movements, Warehousing matters & finalize stock evaluation reports.

Logistic & PRO & Administration Responsibilities

- ✓ All Import/Export documentation towards Shipping lines, Country of Origin (Chamber of Commerce Certificate) from RAK Government.
- ✓ Preparing all GCC documents for Export materials.
- ✓ Preparing Free Zone to Free Zone Customs papers if essential.
- ✓ Preparing all Logistics (Shipping Line) Documents for Export transactions.
- ✓ Processing Online New Visa Applications & submission.
- ✓ Documents Processing for Medical, Visa Stamping, Emirates ID of the Employees.
- ✓ Online documents processing for Visa Cancellation.
- ✓ Documents preparing for deposit money refund for the Cancellation of Visa
- ✓ Preparing documents for RAKEZ toll gate Refund Process for Non Free Zone Companies
- ✓ Supervision of staff travelling, airline booking and approval of ticket quotations
- ✓ Review & update document expiries related to company and employees
- ✓ Updating of Employee Register
- ✓ Supervise and manage all other Logistic & PRO & Administrative matter

Related Work Course

Successfully completed **Diploma in computer application & E-Finance** which involved exposure to:

MS-WORD

MS.EXCEL
MS-POWERPOINT
Tally 9.0 VAT enabled

Worked in accounting software like Focus, Real Soft & Tally 7.2 & Tally ERP 9

Work Experience (In India)

✓ Worked with **Globally Managed Services India Pvt. Ltd.**, a business consultancy company, located at 6th Floor, Mumbai Educational Trust, Bandra (W), Mumbai – 400 050 as an Senior Accountant since Oct, 2007 to Oct, 2011.

And also worked under the sister company of GMS India Pvt. Ltd.:-

✓ **River Journeys & Bungalows of India Pvt. Ltd.**, a hotel industry company which has a heritage resort under its banner named “**Wild Mahaseer**” located at Assam

Part Time work – On Weekends:

✓ Part Time working with “**Mr. R.R. Shet & Co.**” on weekends (Saturday), a firms of Chartered Accountants located at 4, Ramnivas, Tilak Nagar, Aarey Road, Goregaon(E) Mumbai as an Accountant from 01-Nov-2007 to 30-May-2009.

✓ Part Time working with “**Woodville**” on weekends (Saturday), a trading company which deals in furniture & modular kitchens located at Mahalaxmi (W), Mumbai – 400 011 as an Accountant from 01-Oct-2009 to 31-Sept-2011.

Accounting & Income Tax:

Independently handling of books of accounts like booking sales, purchases, debit/credit notes, journal entries, provisions, receipts/payments, bank reconciliation etc.

- ✓ T.D.S. formalities such as deduction of tax, issue of T.D.S. certificates and preparing & filing of all types of quarterly e-TDS returns
- ✓ Preparing returns CST, MVAT, Profession Tax.
- ✓ Making Quarterly statutory returns of CST, MVAT & Profession Tax.
- ✓ Handle Audit and Tax Audit of Companies
- ✓ Finalisation of Books of Accounts
- ✓ Filing of IT Returns (Individuals, Firm, H.U.F, Limited & Private Limited Company)
- ✓ Preparation of cash flow and fund flow statement.

Course	University/ Board	Year of Passing
B.CO M	Mangalore University, Karnataka	Mar- 2006-07
P.U.C	P.U.C. Board, Karnataka	Mar- 2003-04
S.S.L.C	S.S.L.C Board, Karnataka	Mar- 2001-02

Passport Details :

Passport No : H4034027
Place of Issue : Bengaluru
Date of Issue : 17/06/2020
Date of Expiry: 16/06/2030

Driving License (UAE) Details:

Driving License No : 187579
Place of Issue : Ras Al Khaimah
Date of Issue : 11/01/2017
Date of Expiry : 10/01/2027

Personal Details :

Date of Birth : 23/08/1986
Nationality : Indian
Sex : Male
Interests/Hobbies : Playing Cricket, Volley Ball & Swimming
Languages known : English, Hindi, Kannada, Tulus
Native place : Mangalore in Karnataka
Religion : Hindu
Marital status : Single

I declare that the information given above is true to the best of my knowledge

Prashanth Nayak