

RESUME

MANOKAMNA PRASAD

Mobile No: : 8802023393
Email ID : m.prasad2011@gmail.com
Address : Tigri, Khanpur, New Delhi-110062
Education : B. Com (Hons) from Calcutta University in 1998
: Diploma in Financial Accounting (Tally, MS Office)



Work Experience

- **Senior Accountant** : Dektron Telecom Pvt. Ltd. (LED TV Manufacturer)
Okhla Phase-1, New Delhi. (Jan-2021 to till date)
Responsibilities : GST Calculation, Return Filing GSTR-1, GSTR-3B
Reconciliation of GST R-2A, GST R-2B with Tally data
TDS Calculation, Filing of TDS Return,
Bank OD Limit Documentation & Loan Documentation
Finalization of Accounts- Balance Sheet & Audit

- **Senior Accountant** : Rene Crafts Pvt. Ltd. (Garment Export House)
Sainik Farms, New Delhi & Noida, (July 2011 to Jan-2021)
Responsibilities : GST & TDS Calculation, Deposit & Return Filing GSTR-1, GSTR-3B
GST Refund Documents process
Export Documents Preparation for submission in Bank
Salary Preparation & Distribution to the Employees Petty
Cash Maintaining, Bank Reconciliation,
Debtors & Creditors Reconciliation,
Sales Tax Calculation Deposit & Return Filing & Assessment
Finalization of Accounts up to Balance Sheet & Audit

- **Senior Accountant** : Diamond International Inex Pvt. Ltd. (Importer of Interior Products)
Lajpat Nagar, Delhi & Udyog Vihar, Gurgaon (March 2004 to June 2011)
Responsibilities : Sales Tax Calculation, Depositing & Filing of Return
TDS Calculation, Depositing & Filing of Return
Bank Reconciliation & Debtors / Creditors Reconciliation Salary
Preparation & Distribution
Preparation of foreign Paymnet Documents
Documents submission to Bank

Work Experience

- Accountant : Cooling Systems Inc. (Manufacturer of Chiller / Cooling Plant):
Okhla Phase-2, New Delhi (Jan-2003 to Feb-2004)
Responsibilities : Maintaining Books of Accounts in Tally.
: Sales Tax Calculation, Depositing & Filing of Return
: Petty Cash Maintaining, Salary Processing

Personal Information

Father's Name : Sh. Parmeshwar Prasad
Date of Birth : 20/11/1975
Languages Known : Hindi, English and Bhojpuri
Native place : Distt.- Chapra, Bihar - 841219
Current Salary : Rs. 40,000/-Per Month
Salary Expected : Rs. 45,000/-Per Month

(Signature)