

**SUNIL PRASAD**

A-3, Rose- Spring Valley

Katara Hills, **Bhopal**

e-mail: [sunilprasad365@yahoo.com](mailto:sunilprasad365@yahoo.com)

Mobile No: **9755959111**



Results-oriented finance and accounts professional with over 22 years of comprehensive experience in managing accounts, finance, taxation, and administration. Proven track record of overseeing complex financial operations, ensuring regulatory compliance, and delivering accurate financial analysis. Seeking a challenging managerial role to leverage my expertise and contribute to organizational success.

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**Skill Details:**

- Key skill:**
- 1- Accounts & Finance,
  - 2- Income Tax,
  - 3- GST,
  - 4- Payroll, PF, ESI, & PT.
  5. MS Excel & Power bi
  - 5- Data Analysis.

**Job Responsibilities:****Accounts and Financial Management:**

- Managing day-to-day accounting operations and book-keeping.
- Ensuring monthly financials book closure and preparation of financial as well as operating MIS.
- Co-coordinating with internal and statutory auditors.
- Reporting business and financial performance on a timely basis – carrying out analysis of cash flow, cost control, etc. on a regular basis.
- Spearheaded monthly and annual budgeting, monitoring financial performance.
- Overall responsibility for accounts and finance-related matters.

**Goods & Service Tax (GST):**

- Overseeing and ensuring all GST-related activities including filing GST returns, conducting GSTR-2B reconciliation, and managing input tax credit.
- Handling GST assessments, audits, and representing the company during GST hearings and communications with tax authorities.
- Preparing and submitting all necessary documentation for GST compliance.

**Income Tax:**

- Ensuring compliance with Income Tax regulations and filings.
- Managing TDS & TCS-related matters, including preparation and filing of TDS & TCS returns.
- Communicating with tax departments, providing necessary documents, and representing the company during departmental proceedings if required.

**Finance & Fund-Raising:**

- Managing relationships with banks, including preparing and submitting necessary documents for fund-raising activities, maintaining banking relations, and ensuring timely compliance.
- Ensuring smooth communication with financial institutions for loans, credit facilities, and operational funding.

**Payroll & HR:**

- Managing payroll and HR department.
- Overseeing statutory compliance related to PF, ESI, and Professional Tax.

**Employment Details:**

Since Apr' 09- (General Manager: F&A)

**Rajpal Toyota, Bhopal-** An authorized dealer of Toyota Kirloskar Motors Ltd for Sales, Service & Spares.

From Aug'07, to Mar'09- (Asstt. Manager)

**Dainik Bhaskar Corp. Ltd.-** A fast growing **newspaper** group having turnover more than **3000** crores

From Jan, 06 to Aug'07- (Asstt. Manager)

**Primeone Workforce Pvt. Ltd.-** An Outsourcing, Placement & HR solution provider, having more than **5000** employees at present.

From Nov'03 to Dec.05 (Accounts Officer)

**Bholanath International Ltd, Bhadohi-** an ISO: 9001 certified co. engaging in manufacturing and exporting of carpets, Woolen Yarn etc.

From Mar, 02 To Oct'03 (Accountant)

**Jwala Distributor, Varanasi-** One of the largest distributors of computers and their parts in Purvanchal.

From Feb'99 to Feb'02 (Article Trainee)

Article ship under C.A. Act, 1949 from **Agrawal Raj K. & Associates**, Kolkata.

**Qualification Details:**

**Master Degree:** M.Com. – 2005.

**Institute Name:** VBS Purvanchal University, Jaunpur.

**Computer Literacy:**

12 months diploma in computer operation from Amble InfoTech, Varanasi.

Excellent knowledge in:

- Tally / SAP
- M.S. Office, Power bi
- Internet
- Chat GPT

**Personal Details:**

**Father's Name** : Late Nanhey Prasad

**Address** : A3, Rose, Spring Valley  
Katara Hills, Bhopal-462043

**Date of Birth** : 26/08/1978

**Nationality** : Indian

**Marital Status** : Married

**Family Member** : Mummy, Wife & One Daughter

**Hobbies** : Study & listening to Music, Physical exercise.



**Sunil Prasad**

**Place** : Bhopal  
**Date** :