

# PRAKASH CHAND

## Finance Executive

### My Contact

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### Hard Skill

Financial modeling and reporting  
Data mining and analysis  
Financial accounting

### Soft Skill

Observation  
Decision making  
Communication  
Multi-tasking

### Education Background

Shoubhit University  
B.com completed in 2013

C.B.S.E. Board

12th in Commerce  
Completed in 1999

C.B.S.E. Board  
10th  
Completed in 1997

### About Me

Looking forward to a career in an organization where I can use my diverse skills, efforts and knowledge for the growth of the organization & for my personal enhancement.

### Professional Experience

**Om Logistics Ltd | Assistant-Audit**

*2015- 2023*

Key responsibilities:

#### Work Related to Finance

Work related to Daily Cash rocker deeply check & verify. If any expense has been booked in the wrong a/c head, then correct it. Check income & expense detail of all vouchers like proper a/c head, narration, require supporting documents & approval with the voucher expense who staff passed this expense.

Checking the proper rate deduct TDS amount and Maintain Proper detail regarding TDS / Declaration of concern Attach / Market vendor & Provide TDS status detail to TDS Department as they require.

Preparing reports, commentaries and financial statements

Liaising with managerial staff and presenting findings and Recommendations

Maintained records for expenses like electricity, water, conveyance, office exp, off role staff salary etc.  
Take steps to pass disputed vouchers related to different Dept.

#### Work Related to Vendor

**Justification of vendor bills likes: -**

## Achievements

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2019– 2021      Reduced the Vehicle cost many times discussed with vendor as per our own data analysis skill and take incentives.

- 1. Calculating the kilometers mentioned in bills is ok or not as per our verify sheet.
- 2. Calculating deducted TDS is fine at applicable rate or not as per Income Tax.
- 3. Proper checking the Route and Local Rate of the vendor as per approved rate list and find out there is no excess
- 4. payment claimed by the vendor. If he claimed, then deduct the amount from his payment. Monitoring route and local rate list of our attachment, market vendor and contractor. As per diesel rate Increase / Decrease.

### **Other Work**

- Co-Operate with branches to solve their matters if they are within our reach.
- Training employees of branches in better accounting system.
- Prepare daily vehicle utilization report get proper remarks for weight & freight loss from branch end.
- Monitoring daily cash status of controlling branches. Reconciliation ledger of vendor/ bank/ branch/ PDA.
- Monitoring payment mode of our attachment, market vendor and contractor.
- Recording of monthly fixed expenses.
- Submitted monthly working report.