

PRABHAT KUMAR

FINANCE & ACCOUNTING

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SUMMARY

Finance & Accounting professional with exposure to **finance operations, compliance, and reporting accuracy**. Skilled in **GST compliance, tax filing, and financial statement analysis** with a keen eye for accuracy and regulatory adherence. Adept at handling accounting processes, **maintaining financial records**, and ensuring compliance with relevant tax laws. Passionate about leveraging accounting expertise to support businesses in making sound financial decisions.

EDUCATIONAL QUALIFICATIONS

Qualification	Institution/University	Year of Passing	Grade
MBA – Finance	L.N. Mishra College of Business Management	2025	7.84 CGPA
BBA – Finance	L.N. Mishra College of Business Management	2023	68%
Intermediate	BSEB Patna	2020	61%

ACADEMIC BASED EXPOSURE

- Assistant Accountant (part time), M/s H.U.I.V. Constructions Pvt. Ltd., Muzaffarpur** *(Sep 2021 - Aug 2022)*
 - Managed daily fund allocation for multiple sites,
 - Maintained accurate journal entries and ledger records, and
 - Monitored manpower and machinery attendance remotely.
 - Prepared monthly salary sheets and resolved employee queries efficiently.
- Financial Advisory Training, Motilal Oswal Financial Services Ltd., Muzaffarpur** *(July 2024 - Aug 2024)*

CERTIFICATIONS

- Introduction to GST | NPTEL | Nov 2024
- Accounting Training | Infosys Springboard | Oct 2024
- Financial Reporting & Analysis | Infosys Springboard | Oct 2024
- Corporate Finance | NPTEL | Sep 2024
- Research Analyst | NISM | July 2024
- Financial Accounting and Analysis | NPTEL | June 2024

CORE SKILLS

- Accounting & Bookkeeping
- Accounts Payable (AP)
- Record to Report (RTR)
- Month-end Closing
- Payroll Management
- Financial Statement Preparation
- GST & TDS
- Ratio Analysis
- Financial Statements Analysis
- Bank Reconciliation
- Accounts Receivable (AR)
- Variance Analysis

SUBJECT KNOWLEDGE

Indirect Taxation

- GST Compliance
- ITC Reconciliation
- Returns (GSTR-1, 3B)
- E-Way bill, E-Invoicing

Corporate Finance

- Working Capital Management
- Knowledge of Time Value of Money (NPV, IRR etc.)
- Understanding Capital Structure Theories

Accounting

- Journal Entry, Ledger, Trial Balance
- Final Account Preparation
- Familiar with Ind IAS, IFRS (Basic)
- Inventory Valuation

TECHNICAL SKILLS

- Tally ERP
- Basic SAP FI
- MS Office – Advance Excel, VLOOKUP, HLOOKUP, XLOOKUP, Pivot Table etc.