**PRASHANTKUMAR PATEL** 

**E-Mail☹personal:-**

prashant.patel15@yahoo.com

**Contacts:-**

**+675 7856 0999 (Work- PNG)**

**Seeking assignments in Finance & Accounts, Human resources, Administrative, Banking with a frontline organisation of high repute**

**An Overview**

* Pro-active and result oriented professional with Cash and Accounting Functions with **over 19 years** of experience in all aspects of Accounts Management,
* Ownership for Umiya Corporation **(6 Years)** (Distributorship in Sabarkantha District )
* Sub-contractor with Road & Building (PWD Govt.) successfully handover Hospital Building.

**KEY PROJECTS HANDLED**

* Bricks Line Distribute Canal, Mahudha to Mahemdabad Via Vansoli.
* UMIYA CORPORATION (Distributorship as on District Level) As a Proprietorship.
* Self-tendering R & B ( Public Health Centre) (Hospital Building) at Poshina. (From Jun’06 - July’08)

**PROFESSIONAL EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERIOD** | **POSITION** | **DEPARTMENT** | **COMPANY** | **LOCATION** |
| Sep’2019 to At Present | Corporate Asst. Manager | Finance & Account | Club Of Clubs Ltd. | Port Moresby, NCD**, PAPUA NEW GUINEA** |
| Nov’2016 to Aug’ 2019 | Manager  | Finance & Audit  | Wyndham Group of Hotel,CitgoGasStation D’mart Supermarket | Richmond, Chicago. Jersey City,Opelika & Tifton Georgia, Jackson Tennessee.  |
| May’2015 to Oct’2016  | Finance Controller  | Finance & Account | Moresby Plumbers & Builders Suppliers  | Lae, Morobe Province,**PAPUA NEW GUINEA**  |
| Jan’2014 –March’2015  | Dy. Manager | Finance & Account | ESSAR PROJECTS (PNG) LTD | KAPAL HAUS PROJECTS, (BUILDING) MT. HAGEN, **PAPUA NEW GUINEA**  |
| Feb’ 2012 to Dec’13. | Sr. officer  | Finance & Account | ESSAR PROJECTS (IND)LTD. | RO-RO FERRY(PORT & Jetty) Terminal Project, Bhavnagar, **GUJARAT INDIA** |
| FEB’2008 TO JAN’ 2012 | Sr. Officer | Finance & Account | ESSAR PROJECTS (IND) LTD. | VDPL –C (GAS PIPELINE PROJECTS) **RAJASTHAN, U.P. HARYANA,DELHI**  |
| JAN’2003 TO AUG’2008 | FMCG BUSINESS, Proprietor | OWNERSHIP | UMIYA CORPORATION | MARKETING IN DISTRICT LEVEL, FMCG, Himatnagar,**SK , GUJARAT INDIA**  |
| DEC’2000 TO OCT’2002 | OFFICER  | FINANCE & ACCOUNT | ESSAR PROJECTS (IND) LTD. | NC 6 & 7 PROJECTS, DRINKING WATER PIPELINE PROJ. **MORBI, GUJARAT INDIA** |
| NOV’1999 TO 2000 | OFFICER  | FINANCE & ACCOUNT  | ESSAR PROJECTS (IND) LTD. | SPP-2 (SAURASTRA PIPELINE PROJ.)**DHANDHUKA,GUJARAT**. |
| FEB’1995 TO OCT’1999 | ADMIN. ASSISTANT | HR & ADMIN. STORE, CIVIL MTRL | ESSAR PROJECTS (IND) LTD. | NMC (NARMADA MAIN CANAL) **GANDHINAGAR GUJARAT, INDIA** |
| FEB’1994 TO JAN’1995 | SITE INCHARGE | ACCOUNT /STORES/ PROCUREMENT | B.PATEL & CO. | MAHEMDABAD TO MAHUDHA DISTRIBUTY BRICKS CANAL, **GUJARAT, INDIA** |

**PROFESSIONAL SNAPSHOT**

**Financial Controller duties and responsibilities of the job**

As the role responsible for managing all finance and accounting operations, it’s critical that a Financial Controller job description captures the breadth, diversity and seniority of the role. A Financial Controller’s duties and responsibilities generally include:High-level financial reporting and analysis

* Cash flow management
* Improving efficiencies and reducing costs across the business
* Stakeholder management
* Debt management and collection
* Developing financial reviews and providing investment advice
* Working closely with management or executive teams to share reports .
* Well-developed leadership skills

**ACADEMIC CREDENTIALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STANDARD** | **SCHOOL/ COLLEGE** | **BOARD/ UNIVERSITY** | **PASSING YEAR** | **GRADE** |
| **S.S.C. (10TH)**  | **SHRI HIMMAT HIGH SCHOOL, HIMATNAGAR** | **G.S.E.BOARD, BARODA** | **APR. 1986** | **FIRST CLASS** |
| **H.S.C. (12TH)** | **SHRI HIMMAT HIGH SCHOOL, HIMATNAGAR** | **G.H.S.E. BOARD, GANDHINAGAR** | **APR. 1988** | **SECOND CLASS** |
| **B.COM (COMMERCE)** | **M.M. PATEL COMMERCE COLLEGE** | **NORTH GUJARAT UNI. , PATAN** | **MAR. 1992** | **SECOND CLASS** |
| **COMPANY SECRETERY**  | **M.H. MILLS LTD.** | **ICSI, GUJARAT UNI. AMEDABAD** | **APR. 1993** | **DROPPED in between** |

 **IT FORTE**

Proficient with MS Office, Financial Accounting System IFAS & SAP and Internet Applications.

* **SAP**: - Vendor’s Code Creation & Billing and Payment, Employee Exp. & Adv. booking, Bank and Vendors Reconciliation. Now I am using EZEE software in for Hotel & groups.
* **Attaché: -** Daily Routine sales and purchase and Receivable And Payables entries in.
* **MYOB**:- Alternate software updating daily here in PBS> Lae.
* **QuickBooks & Ezee Software** updating daily working with Shady Rest Hotel. POM, PNG.

**PERSONAL DOSSIER**

**Date of Birth :** 30th September 1970 **Status: Married** (My family living with my parent)

**Linguistics :** GUJARATI, HINDI & ENGLISH.

**Passport Details :** PASSPORT#**U0x2xxxx: PASSPORT** DATE: **19/12/2019** to **18/12/2029**

**Visited Countries : Papua New Guinea, Thailand, Singapore, Australia, Canada, U.K., U.S.A.**

**Permanent Address:** 41, Suryoday Bungalow’s, Near Umiya Pariwarwadi, Gayatri Mandir Road, - : Mahavirnagar, Himatnagar -383001, Gujarat, I**NDIA.**

**Current Address :** The Shady Rest Hotel, Sec.4 lot.7 Taurama Rd, Boroko, Port Moresby-111 PNG