

CURRICULAM VITAE

ESWAR REDDY.K

Email: eswarreddy7@gmail.com

Cell: +91 9849293593

Professional Objective:

- ✦ I possess 9+ years of Experience in Accounts and Finance Acquired working knowledge in Tally.9 and Focus and AP, GL.
- ✦ Proven ability in improving operations, enhancing business growth & maximizing profits through the achievements in finance management, internal controls & productivity improvement.

Employment:

I have associated with Y Axis Solutions Pvt Ltd as Accounts Payable from Aug'2023 to Till Date. At panjagutta, Hyderabad.

Worked as Accountant in Maruthi Enterprise from June'2018 to May'23. At Karkhan, Hyderabad.

Worked as Executive Accounts in Garimilla Enterprises from May'2016 to Feb'2018 at Ameerpet, Hyderabad.

Worked as Executive Accounts in Extol Infracon India Pvt Ltd from June'2014 to Dec'2015. At Nellore, A.P

Key Result Areas:

- ✦ GSTR1 & GSTR3B Monthly statements preparation.
- ✦ GSTR2A Reconciliation with books along with returns and proper conclusion.
- ✦ GSTR3B Input Reconciliation with books along with returns.
- ✦ TDS Monthly statements preparation.
- ✦ TDS deductions and payments timely according to the current acts.
- ✦ TDS Deducted against Advance payments.
- ✦ TDS deductions on sale of goods as per turnovers according to section 194Q.
- ✦ TDS online challans generation as per due date.
- ✦ Hire bills verification & authorization to rise the invoice.
- ✦ Monthly Budget preparation.
- ✦ Bank Reconciliation, Reconciliation of vendor ledgers.
- ✦ Reconciliation of internal transactions.
- ✦ Invoicing- Purchase & Sales invoices.
- ✦ Generation of E-Way bills.

- ✦ Issuing credit notes against sale returns
- ✦ Debit notes issuing for short delivery or breakages if any.
- ✦ Vendors payments as per the credit policy.
- ✦ Customers ledgers Reconciliation.
- ✦ Stock Audit (Raw Material Audit and, Finished goods Audit).
- ✦ Stock Valuation statement (comparison of Physically and through system).
- ✦ Purchase Audit, Sales Audit (PO Verification and SO Verification).
- ✦ Verification of PO Amendments, Master Approval price list, Party wise payment terms and conditions for Purchases.
- ✦ Verification of creditors & debtors outstanding.
- ✦ Verification of Cash and Bank vouchers, Debit notes, credit notes of parties and properly accounted to right heads or not.
- ✦ All the Transactions audit reports are update monthly and submit to the Management.
- ✦ Accounts-Receiveables & Payables,
- ✦ Bank Reconciliation Statement,
- ✦ Stock verification and update stock details,
- ✦ Petty cash book Maintenance,

Academic Qualification:

- ✦ MBA (Finance) from Jawaharlal Nehru Technology University, Anantapur, A.P 2009-11.
- ✦ Batchelor of Arts from Sri Krishnadevaraya University, Anantapur, A.P 2005-08.
- ✦ Intermediate from M.S Junior College, Gooty, (Board of Intermediate Education Hyd 2003-05
- ✦ S.S.C from M.S Junior College, Gooty, Anantapur, A.P 2003.

Technical Skills:

Packages: MS Office (MS-word, MS-excel).

Accounting: TALLY.9 & FOCUS & Zoho Books.

Professional Skills:

Good communication skills.

Good Analytical Skills with Accounting Background.

Easily adaptable to the environment and work in a team dynamically.

Personal Profile:

Name : K.Eswar Reddy

Father's Name : K.Koti Reddy

Date of birth : 05-01-1987

Gender : Male

Address : Kasepally (V), Peddavadugur (M), Anantapur (D)
AndhraPradesh-515405

Nationality : Indian

Marital Status : Married

Languages Known : English, Telugu & Hindi.

Declaration:

I hereby declare that all the information furnished above is true to best of my knowledge.

K.Eswar Reddy.

