

MUDRAGADA KOTESWARARAO

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Objective

To be associated with a progressive organization that can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization's objectives and also attain my career targets in the progress

Responsibilities

- Computerized accounting
- Prepare financial statements on weekly and monthly basis and reporting
- Asset and material verification on regular basis and maintaining in records
- Maintaining Accounting policy as per organization/ company guidelines
- Preparing for internal audit as well as final audit
- Coordinate with the staff and all the departments for smooth function of organization/ company
- Petty cash Management
- Reconciliation of Bank statements on weekly/Monthly basis
- Making Financial Statements and weekly.
- Invoice verification and releasing payments .
- Monitoring financial status of the institutions and making budgets for all the expenses.
- Participating in Financial Management committee meeting and controlling the budget guidelines
- Bank reconciliation on weekly basis
- Manual cash book maintaining
- Preparing vouchers for payment, Salary distribution,
- Reconciliation of bank statements
- Daily Voucher entries in Tally
- Making expense statements and sending to the funding partners.
- Preparing vouchers

Personal Abilities

- ☐ Expertise in Tally ERP and cash Accounting system
- ☐ TDS FILLING
- ☐ INCOME TAX RETURNS FILLING
- ☐ GST FILLING
- ☐ Knowledge of GST details preparation of vendors and customers
- ☐ Good interpretation skills and self-motivated and organised work ability and skill

- ☐ Committed and responsible for team work and multiples task management
- ☐ Highly motivated and quick learner
- ☐ Ready to take challenging tasks and goals to advancement in the career

Professional experience

1. COMPANY:EBIZTECHNIX.COM PVT .LTD

Duration: 01/05/2017 — 22/05/2018

Position: Tally Support Engineer ((Hyderabad)

2. RAJASREE CORPORATION AND MAHAREFRATORIES AND CASTABLES

Period: 01/06/2018 — 31/07/2019

Position: Accountant (Hyderabad)

2. SRIE CONSTRUCTIONS AND DEVELOPERS AND SRIENI DEVELOPERS

Period : 03/08/2019 still continued

Position: Accounts manger (Hyderabad)

Education

Master Of Commerce Acharya Nagarjuna university	2017-2019
Bachelor of Commerce Acharya Nagarjuna university	2014- 2017
Intermediate Board of Intermediate Education, Andhra Pradesh Passed in Second Division with History, Economics and Political Science as Subjects	2012 - 2014
SSC Board of Secondary Education Andhra Pradesh Passed in Second Division	2010 - 2011

Language and Skills

- Excellent written and communication skills in English and Hindi language
- Good command of account software Tally version ERP 9
- Excellent computer skills in MS office and other
- Good knowledge on statutory taxes and deductions

Personal Details

- Native Place - Guntur
- Gender - Male
- Marital_status - Unmarried
- Current salary - 35000/-
- Religion - Hindu

(M. Koteswar Rao)