

RESUME

S.VENKATESH

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CAREER OBJECTIVE:

I am looking forward to an opportunity where I can utilize my skills and experience in contributing effectively to the success of the Organization and to improve my skills by taking up challenging assignments.

EDUCATIONAL QUALIFICATION

- ❖ Post Graduation 65% in M.B.A Finance from S.S.I.T., Dundigal, Hyderabad.
- ❖ Graduation 62% in B.Sc M.P.C from S.V.P Degree College, Shadnagar.
- ❖ Intermediate 59% in M.P.C from Vignan Jr College, Shadnagar.
- ❖ 64% in S.S.C from Sahithi Vidhyalayam High School, Shadnagar.

Computer Skills

Operating Systems : Windows XP & Window 7, 10.

Software : MS – office & Excel, Tally 9.0, Focus6 & Busy17.

WORK EXPERIENCE

- ❖ Presently working as **Accountant** in **M/s. Silver Masala Products.** (Jan-2020 to till date)
- ❖ Worked as **Accountant/Plant in-charge** in **M/s. Golden Mesh Industries.** (Jan-2016 to Dec-2019)
- ❖ Worked as **Junior Accountant** in **M/s. Sri Vishnu Granites Ltd.** (June-2014 to January-2016)
- ❖ Worked as **Admin associate** in **Sujana Metal Products Ltd.** (July-2011 to May-2014)
- ❖ Worked as **Audit assistant** in **M/s. Alka Zanwar and co.** (September-2010 to June-2011)

Responsibilities:

- ✓ Raising of invoices / commercial invoices.
- ✓ Posting vouchers like sales, purchase, payments, receipts & contra.
- ✓ Receivable cash from daily sales, handle cash.
- ✓ Day to day party ledgers follow-up / Vendors statements reconciliation.
- ✓ Payments (NEFT, RTGS & issue of cheque), and bank works.
- ✓ Bank reconciliation statement.
- ✓ Stock handling, maintaining stock registers and stock reconciliation.
- ✓ Customer's calls received for Orders, complaints & queries.
- ✓ Meeting with Proprietor daily works information & customer's complaints / queries.
- ✓ Attending to administrative works like preparation of pay roll & employee's attendance at factory & salary payments.

- ✓ Maintenance of Central Excise books, filing of monthly excise returns.
- ✓ Handle cash at factory level like purchases, employee daily needs and others.
- ✓ Managing plant works / production works and updating the details to proprietor.
- ✓ Day to day party ledgers follow-up, Payment, receivable and bank works.
- ✓ Daily & Monthly payment bills through cash or cheques.
- ✓ Daily updating all factory details to Superiors through mail.
- ✓ Maintaining petty cash / handle cash at factory level.
- ✓ Liaisoning with
 1. Central Excise officers for monthly return, my doubt clarification from officer.
 2. Inspector of Factories for factory license renewal.
 3. ESI office for solving Employee's Medical ESI problems.
 4. PF office for Employees PF refund.
 5. Office of Deputy Commissioner of Labour officers for labour license.
- ✓ Maintenance of Stock books and files.
- ✓ Attended to works in L.P software environment (used in production of TMT bars).
- ✓ Auditing of client accounts and preparation of bills receivable.

PERSONAL PROFILE

- Father's Name : Late Sri Yadaiah
- Date of Birth : 18th May, 1988
- Languages known : English, Hindi and Telugu
- Permanent : Door no. 8-5-36/B,
Mailardevpally (Village),
Rajendranagar (Mandal),
Ranga reddy (Dist),
Pin Code: 500005.

DECLARATION

I here by declare that the above information is true to the best of my knowledge and belief.

Date:

Place:

(SAMBARAPU VENKATESH)