

RENUKA PENUMATSA

Hyderabad, Telangana

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OBJECTIVE

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

PROFILE SUMMARY

A result oriented Senior Accountant with **MBA HR & Finance** offering **over 8+ Years** experience in **Finance & Accounts** arena, Demonstrated excellence in tackling the issues of Accounting and Extended expertise in TALLY.ERP 9, **Financial Accounts, Vouching, Cash handling, Purchase orders, Stock Statements, Employee management, Payrolls and MIS reporting.**

SKILLS

- Financial Statement analysis
- Account reconciliation
- Strong communication skills
- General ledger accounting
- Liaison with banks
- Payroll
- Effective time management

PROFESSIONAL SUMMARY

Organisation	NCL Homes Ltd	Oscan Elevators Pvt Ltd
Project Name	Sindhu	Mega Engineering Infrastructure Pvt Ltd, Suven life sciences, MSN laboratory's, JMR & MRD Hospitals, Sri Ram Properties
Duration	Oct 2012 to Oct 2017	March 2018 to Till Date
Designation	Accountant	MANAGER OF ACCOUNTS

EDUCATION

Course	Board / University	Name of School/College	Year of Passing	Marks
MBA Finance	JNTU – Hyderabad	Tudi Ramireddy College	2015	75%
DEGREE	JNTU – Kakinada	Aditya Degree College	2012	68%
INTER	Board of Intermediate	VS Lakshmi College	2009	68%
SSC	SSC	ZPH School	2007	67%

TECHNICAL SKILLS

- Operating system : Windows 7, 8 & 10
- Experience with Microsoft word, excel & Tally.ERP 9

EXPERIENCE

OSCAN Elevators Private Limited-Hyderabad,Telangana

MANAGER OF ACCOUNTS

03/2018 to Till Date

Tally package

OSCAN ELEVATOR is an incorporated in 1994 and established as a full service manufacturing firm specialised in fabrication, installation, commissioning and testing of all types of **elevators** viz. Traction (goods and passenger) **elevators**, hydraulic **elevators** dumfraiter etc.

Roles & Responsibilities

- Receive, verify, register and process all Invoices. Responsible for sales ledger.
- Monthly payroll calculation and depositing the salary to the employees.
- GST return filings & Audits.
- Accounting entries and reconciliation of balances.
- Bank Reconsolation Statement.
- Coordinating with the audit team.
- Conduct monthly stock audit and directly reporting to the director.
- Liaison with banks for loans.
- Assist in month end and year end close process.
- Payroll managements, Employee recruitment, Employee benefits like P.F, ESI, TDS, PT.

NCL Homes Limited – Hyderabad, Telangana

10/2012 to 10/2017

Tally package

Assistant – Accounts & Finance

NCL HOMES LTD is a part of three decades old, Rs.1000 Crore NCL Group, one of the prominent groups in India, manufacturing popular Construction and Nagarjuna cement and other innovative building materials like Bison Panel, Prefab, Seccolor Windows & Glazings, Alltek putties, NCL Paints, Wintech PVC Windows and Doors.

Roles & Responsibilities

- Cash book enter
- VAT & CST Returns
- Prepare of cash & bank vouchers
- Purchase invoice postings
- BRS preparation
- Vendors & customers Reconciliation

DECLARATION

I hereby declare that all the above furnished details are true to the best of my knowledge and belief.

Place: Hyderabad,

Date:

(P.RENUKA)