

# **SAIKRISHNA.P**

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## **Career Objective**

An experienced accountant seeking a responsible position that will use my diversified knowledge and experience.

## **Career Summary**

- An analytical and honest professional with 2 year of work experience and expert knowledge in Tally, Wings, SAP FI-CO.
- Proficient in team member, determined & quick learner with good interpersonal skill.
- Expertise in account Management to include accounts receivable/payable.
- Expert in create and distribute AP, AR reporting for the management team..

## **Personal Qualities**

- Passion for initiating and facilitating continuous improvement.
- Have excellent leadership and managerial skills.
- Have integrity, initiative and focus.
- Good in communication skills in written and verbal both.

## **Computer Knowledge**

- Well versed in use of MS office (MS word, MS Excel, MS powerpoint)
- Proficient in Tally ,wings, SAP Fi-CO

## **Key Responsibilities Handled**

- Maintain cash transaction preparing Day to day cash, petty cash book, & bank transactions.
- Preparing outstanding list of Debtor & making Payment follow-up.
- Preparing of Tax invoices, Vouchers & Agency Payment.
- Sales & Purchase total reconciliation of accounts calculating VAT.
- Reconciliation of Bank Statement at the end of month.
- Service Tax , Vat Return ,E-TDS Return Filling & other government taxes calculation