

## Chandraiah

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Carrying 3 Years of experience in Accounts & finance related activities in various industries. Keen to face challenges with an aim to increase knowledge, skill & efficiency. Believe in Team work towards achievement of the Goals of the Organization.

### **JOB STATUS**

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#### **May 2015 till today**

**Accountant – Knowledgefaber (Formally - Growth Praxis)** (A Twenty Million Company dealing with Management Business Consultant & E-commerce & Payments)

- Monitoring day-to-day vouchers both cash & bank
- Creating an Invoice to the domestic and USA based clients
- Updating the purchase and sales invoices after verification and deductions if any
- Booking Expenses bills and Employee reimbursement bills
- Preparation of Bank Reconciliation Statement (BRS)
- Collections of Debtors Outstanding & Reconciliation of sundry debtors and creditors ledgers
- To collect and file accounting documentation
- To create regular, reliable and ration information to management
- Payment Process- Vendors Payments as per defined Terms and Conditions & salary processing
- Preparation of Monthly professional Tax returns & submission of the same along with proper tax computation to professional tax department
- **Taxation works-** Deduction of TDS as per Income Tax Act from the contractors, sub-contractors, consultants, professions and others & making the payments to the concerned department within due date.
- Assisting to Auditor for Finalization of Books of accounts on time

#### **Mar 2014 – April 2015**

**Accounts Executive - Saksham Training & Facility Management Pvt. Ltd. Bangalore.** (A startup company, dealing with Skill Development & Training, partnering with National Skill Development Corporation, and providing Facility services to various Commercial Organisations.)

- **Maintenance of Accounts-** Accounting of financial transactions, G/L Accounting, Preparation of Bank Reconciliation, Booking the Revenue
- **Payables:** - Verification of Vendor Bills, Recording of Transactions, Cheque and online payments.
- **Receivables:-** Collection of outstanding payments, Reconciliation of customer ledger
- **Processing Employees:-** reimbursement -Travel expenses- bills verification, accounting and settlement, monthly salary
- Preparations of weekly/monthly MIS Report as per Tally ERP.