**Total EXP : 8 years**

**Present CTC: 3.0 Lac P.A**

**Expected ctc: 4 to 4.2 Lac P.A**

Seeking a responsible position where I can utilize my educational & analytical skills in an industry that offers intellectual and professional growth, while being resourceful, innovative and flexible.

ACADEMIC PROFILE

2012 Master Of Business Administration.(M.B.A) From JNTU Kakinada, With an

Aggregate of 65%.

2010 B.Com –- Sasi Degree College affiliated to Andhra University.

PROFESSIONAL EXPERIENCE

* Working as Admin /Accountant in **PRECISION ENGINEERING WORKS at** Balanagar from April-2022 to Till
* Worked as ADMIN / HR IN **XPEEDAS INDUSTRIAL AUTOMATION TECHNOLOGIES PVT LTD (SIEMENS LTD) system house in Hyderabad** from Oct- 2017. To May-2021.
* Worked as a Accounting Executive in **EASTERN CONDIMENTS PVT LTD** (**FMCG)** - Hyderabad from Oct -2016. To August-2017
* Worked as a Jr. Admin & office in charger – in **HITECH DESIGNERS & EQUIPMENTS** Hyderabad from july-2014 to September 2016.
* Worked as a sales officer (DST) – in **HDFC Bank. – Tadepalligudem**

**July 2013 – FEB 2014**

CERTIFICATIONS

* Diploma In Hardware & Networking –**IIHNT Hyderabad(certified by Microsoft)**.

JOB RESPONSIBILITIES

* **Key Deliverables as Admin/ Accountant:**
* Handling administration works
* Handling accounting works & bank works and etc...
* Preparation of delivery challans waybills & invoices/bills
* **Key Deliverables as Admin/ Hr :**
* Handling the Administration works & (H R) works.
* Maintain of stock inward & outward as a Godown in charger
* Preparation of delivery challans waybills & invoices/bills.
* Follow up the payment collections & making the bank works
* **Key Deliverables as Accounting Eceutive :**
* Receiving orders from the sales dept. & distributors and made the billing as per payment made from the customer.
* Check out the bank transactions and entering receipt entries in oracle.
* Maintaining ledger balance sheet day-wise, maintaining stock report data day-wise and maintaining invoice data day-wise.
* Making bank transactions, pretty expenses payments for office expenses etc…
* Making stock auditing verifications monthly wise and submitting report to the HOD.
* **Key Deliverables as Jr. Accountant & office in charger :**
* Making bank translations, collecting payments from the parties, etc….
* To maintain the accounting files by submitting Vat returns on monthly wise.
* I will be in charge to the office responsibitlies & factory responsibilities.
* Preparing waybills to the parties
* **Key Deliverables as Sales Executive:**
* To ensure that all the documentation /Account opening Formalities are completed by the customer and support him IN/OUT.
* To verify the authencity of the documents.
* To ensure strict Adherence to **KNOW YOUR CUSTOMER** norms in all application sourced.
* Meet the customer personally for collecting IP checque and the AOD.
* To ensure that all mandatory fields are entered properly
* Maintain a daily register to capture the forms sent to CPU with other required details for account set up.
* Reconcile the rejected forms from CPU on alternate days.

COMPUTER SKILLS

* Fully Conversant and proficient in working with MS Office & Internet Operations.
* Working knowledge of ERP environments and having exposure in packages like, **TALLY**.

SOFT SKILLS

* Analytical and Logical thinking.
* Strong Interpersonal & Communication Skills

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* Leadership Qualities & Empathic Attitude.

## **PERSONAL PROFILE**

Father’s name : K Satish Kumar

Date of Birth : 14-04-1986.

Nationality : Indian.

Marital Status : Married

Languages Known : Telugu, English & Hindi.

Address for communication : JJ NAGAR, ALWAL, Secunderabad- 500010

## **DECLARATION**

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I hereby declare that the aforesaid information is true to the best of my knowledge and

Belief.

**K.B.V.Manidhar**