

To get my self-exposed to the competitive and challenging work environment in the accounting sector and enhance my existing knowledge and skills to groom myself as the complete professional.

EXPERIENCE

DEC-2022 TO CURRENT

ACCOUNTS EXECUTIVE, AMARA RAJA INFRA PVT LTD

PROJECT: FOXCONN E3 PROJECT, BANGALORE

OCT-2019 TO DEC-2022

ACCOUNTS EXECUTIVE, D E C infrastructure & Projects (India) Pvt Ltd

PROJECT: MICROSOFT DATA CENTER, CHENNAI, HYD.

EDUCATION

2011- 2012

BOARD OF SECONDARY EDUCATION ANDHRA PRADESH,

SPBVDS HIGH SCHOOL

2012-2014

STATE BOARD OF INTERMEDIATE EDUCATION, ANDHRA PRADESH

2014-2017

BACHELOR OF COMMERCE YOGI VEMANA University

ACTIVITIES

- Daily wise petty cash maintain and recording in books.
- Bank Payment processing and verifying documents.
- Verification of sub-contractors & vendors Bill processing for booking.
- Prepare accurate timely financial reports of company expenditure following the established schedule.
- Reconciliation of PF challan & attendance sheets of employees.
- Verifying sub-contractor GST, pay sheet, pf challan and daily labour reports.
- Client bills submission with supported documents
- Updating purchase invoice Regular activity
- Authorization of weekly Labor payments
- confirmation Outstanding balance with Customers & Suppliers
- Bank reconciliation, and party ledger reconciliation
- Submitting to Monthly Audit Report

STRENGTHS

- Open-minded, like to accept any challenge with 'CAN DO' attitude
- Can work as a team member and also independently with balance efficiency
- Optimistic approach during difficult situations.

SKILLS

- Administrative support
- Personal hygiene assistance
- Relationship building and management
- Financial control
- Client management
- Booking
- MS office
- Focus
- Tally ERP 9
- SAP HANA

LANGUAGES

- English
- Telugu
- Hindi

Declaration:

I Hereby Declare that the above information provided is true according to best of my knowledge

(P. Nanda Kishore Reddy)