



Prashanth Golanukonda

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CAREER OBJECTIVE:

To work with an organization that enhances my professional skills and utilizes it for achieving organizational goal.

EDUCATIONAL QUALIFICATION:

COURSE DETAILS	INSTITUTE	PERCENTAGE
MBA (Finance)	Vishnu Shree institute of technology, Jalalpur under JNTU	65%
B. Com (Comp)	Silver Jubilee Degree college, ECIL, under Osmania University	61%

ASSOCIATE WITH:

Present associated with **Suri Engineers Pvt Ltd.** Working as **Accounts Executive.**

Address: Plot No.4/4, IDA Nacharam, Hyderabad – 500 076.

Period: 18-Feb-2019 to Till Now.

Previously associated with **Parekh Integrated Services Pvt Ltd.** Worked as **Statutory Executive.**

Address: Plot No.5/C, IDA Nacharam, Baba Nagar Road, Hyd – 500 076.

Period: 21-Dec-2016 to 11-Feb-2019.

Previously associated with **Kwality Photonics Pvt Ltd.** Worked as Accounts Executive.

Address: D-28,2nd Floor, Electronic Complex, Kushaiguda, Hyderabad- 500062.

Period: 20-Apr-2012 to 10-Dec-2016.

Duties and Responsibilities

- Vendor bill verifying processing and make them ready for payment of all vendor bills.
- tax invoice (GST) billing, purchase debit note & sales Credit Note preparations.
- Prepare and Maintain the Payment Vouchers and filing properly.
- Petty Cash Maintenance and Cash handling in branch.
- GST Tax Working preparation and GSTR 1 & GSTR 3B Online Return monthly filing.
- Bank Reconciliation statements And Other bank related works.
- Payment Collection and Payment Follow-up.
- Salary preparation and PF & ESI Calculation online filing.
- TDS & TCS Calculation online Returns filing & Professional Tax online Payment.
- Prepare and Maintain the MIS Report and share to HO.
- Accounts Finalization and auditing work, and reconciliation.

COMPUTER SKILLS:

- Associated companies which have ERP package such as **Tally ERP.9, SAP B1, Open bravo ERP.**
- Good exposure in **Microsoft Office Excel (V Look up, Pivot table & Advanced Filtering, Data Validation)**, MS Word and PowerPoint.
- Typing Speed **35 WPM**

Personal Information:

Date of Birth	19 th July, 1985
Marital Status	Married
Father's Name	Mr. Brahma Chary
Hobbies	Photography, Listening music
Languages Known	Telugu, English, Hindi

Place: Hyderabad

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