**RESUME**

**A.ANJANEYULU**

Plot No 58,

Triveni Nagar, Balapur Mobile: **+91 9985777500**

Hyderabad-500053 -TS EMAIL: anjaneyulu2627@gmail.com

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| **Key Skills In Accounts & Finance** |

* GST-Returns & Reconciliations
* GL Review & Reconciliations
* International Finance(Exports/Imports)
* Financials-P & L and Balance sheet.
* Statutory & Internal Audits
* MIS

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| **WORK EXPERIENCE** |

Working as Associate Manager in **Megha Engineering & Infrastructure Limited** from 01St Jun 2022 to till date.

Worked as **Accounts officer** **from 02-JUNE-2014 to 30-May-2022** at **Visaka Industries Limited** (a manufacturing company of Cement Asbestos sheets/Cement Fibre Boards and Textiles), Hyderabad, Telangana State.

**Team Size Handled-7 Sub ordinates**

**General Accounts**

1. Purchase Invoices checking and approvals
2. Supplier Reconciliations
3. Time-to-Time Verification of Factory Cash & Cheque Payments
4. Review of Bank Statement and BRS
5. Monitoring of all TDS related entries according to the applicability of sections(194C/194J/194I/194H/194Q) and ensure timely payments
6. Review of Supplier & CWIP advances along with ageing and follow-up for Invoices towards early closure of the same
7. Accounting of Import Invoices(LC & Non LC)
8. Accounting of Export sales and Receipts
9. Prepare and monitor of Export Debtors Outstanding report along with ageing
10. Export Debtors Reconciliations
11. Calculation and Reconciliation of Export Incentives(Duty Draw Back ,MEIS benefits)
12. GST-RCM workings and payments
13. GST-Input data workings and preparation of 3B Report and GSTR 9C.
14. GST-Reconciliations –Input vs GSTR 2A and follow-up to vendors for early upload of invoices in to GST portal
15. Review of key GL Accounts-Electricity Power Cost, Ocean Freight and FG-Domestic & Export Transport.
16. Review of Creditors outstanding along with ageing and make payments as per PO terms.
17. Review of Employees Salary Advances and Marketing staff Imprest Accounts.

**Final Accounts**

1. Unit Financials-Balance Sheet(Factory wise)
2. Fixed Asset Register & Depreciation Accounting and Physical verification of Assets with Auditors.
3. Supporting to Internal and Statutory Audits – Quarterly

**Liaisoning & other Documentation work**

1. Documentation of Export Invoices (LC & Non LC) and coordinating with Banks for Bill discounting, Hedging and Monitoring of Forward contracts
2. Time-to-Time Monitoring of **EDPMS & IDPMS** data and submit necessary documents to Banks
3. Import LC opening and monitoring its utilization to closure.
4. Statutory Compliance to Foreign Payments -Form A1,A2,15CA,15CB and FEMA declarations
5. Arranging Foreign Currencies to Higher officials

**PREVIOUS WORK EXPERIENCE**

Worked as **Accounts Officer from 01-08-2011 to 14-08-2013** at **ITW India Ltd,**(Illoins Tools Works India Ltd,A Fortune 500 Company and Manufacturer of Steel/Plastic Straps, Hyderabad ,Telangana State.

Worked as a **Finance Associate from** **15th September 2008 to 30th April 2010** at **Mahindra Satyam**, Formerly known as **Satyam Computer Services limited,** Hyderabad, Telangana State.

Worked as an **Accountant from 13.11.2006 to 30.04.2008** at **Fortune Motors Pvt Ltd**, Two-wheeler dealer for Honda Motors, Hyderabad ,Telangana State.

**EDUCATION:**

1. ICWA(Semi Qualified)
2. MBA-International Finance
3. B.COM-Accounts & Finance

**SYSTEM SKILLS:**

**ERP-Packages:**

* Oracle Financials
* Tally

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| **PERSONAL INFORMATION** |

NAME : A.ANJANEYULU

FATHER NAME : A.KRISHNA (Late)

DATE OF BIRTH : 27/04/1983

NATIVE PLACE : HYDERABAD

LANGUAGES KNOWN : TELUGU, HINDI &ENGLISH

HOBBIES : READING BOOKS

In the view of the above, I request you to kind enough to give an opportunity to serve your esteemed organization in the capacity mentioned above for which act of kindness, I should be very thankful and grateful to you

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| **DECLARATION** |

I hereby declare that the above information and particulars are true and correct to the best of my personal knowledge and belief.

THANKING YOU,

YOURS FAITHFULLY

**(ANJANEYULU.A)**