

CURRICULUM VATAE

NARESH.KAKANI,

S/O Suryanarayana(Late),
Dr No- 2-2-1103
Near Mahesh Pan Shop,
Tilak Nagar, Golnaka,
Kachiguda, Hyderabad.
PIN: 500027,Telangana, India.

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CAREER OBJECTIVE

To Work for a Progressive Organization in a highly motivating and Challenging environment that provide the best Opportunities in area of Tally Implementation, Development and support to grow and utilize my potential at fullest to achieve the Organizations Goal while Achieving my Personal Goals.

WORK EXPERIENCE

- Presently Working as an **Accountant** in **GREAT DEALS** at Hyderabad (Government Contractor and **JK PAPER PRIVATE LIMITED**. Distributer)from JUN 2021 to DEC 2022.
- Worked as an **Accountant** in **GOPALAKRISHNA ENTERPRISES** at Nellore (**Distributer in AVANTHI FEEDS LIMITED.**) from 2015 to 2020.
- Worked as an **Accountant** in **PRIYANKA ENTERPRISES** at Nellore (**Distributer in Artimea and Ziegler .**) from 2010 to 2015.

JOB RESPONSIBILITIES

- Day to Day Entries in Tally (Payment Booking, Expenditure booking, Etc.)
- Maintaining Day to Day Accounting Covering Purchase, Sales, Stock and Expense Accounts
- Maintain Account Payables and Account Receivables.
- Checking of Bills and Expense Reports.
- Reconciliation of Accounts including bank Reconciliation.
- Preparation of GST Compliant Invoices and Annexure from 2018.
- payment of Taxes.
- Process payments to Vendors.
- Manage Petty Cash and Pass Necessary Journal Entries.
- Knowledge in GST Provisions and Filling of GST Returns.
- Co-Ordinate With Auditors During Finalization of Accounts

EDUCATIONAL PROFILE

- **M.B.A(finance)** : Passed with Finance Management and Marketing Management
From Sri. Venkateswara University Tirupati (AP) in 2010

TECHNICAL AND SOFT SKILLS

- Good Knowledge in **Tally ERP 9.0 and Tally Prime.**
➤ Good knowledge in **MS- Office. (Microsoft Excel, Microsoft Word).**

STRENGTHS

- Good interpersonal skills.
➤ Good Listener and Follower.
➤ Ability to handle challenging behavior and demonstrate assertiveness.
➤ Good imagination, creativity and a sense of humor.
➤ Self-motivated and Very Punctual.

PERSONAL PROFILE

Name	- NARESH.KAKANI
Gender	- Male.
Date of Birth	- 25-06-1985.
Marital Status	- Married
Languages Known	- English & Telugu.
Nationality & Religion	- Indian – Hindu.

DECLARATION

I here by declare that the information furnished above is true to the best of my knowledge.

Place: Hyderabad
Date:

(NARESH.K)