

CURRICULUM VITAE

K ACHUTRAM

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CARRIER OBJECTIVE

A finance professional, with good track record in all aspects of Accounting & financial management and auditing, seeking a challenging role in a dynamic organization to contribute accrued skills in fructifying tangible and strategic organizational objectives.

ACADEMIC QUALIFICATIONS

- ICWAI - Inter
- B.com from Andhra University

COMPUTER PROFICIENCY

- Accounting packages: Tally Prime, SAP FICO
- Software: MS Office and Advance Excel

PROFESSIONAL SKILLS

- Finalization of Financial Statements (i.e.) Balance Sheet, Profit & Loss Account, Cash Flow Statement
- Preparation of Annual & Monthly budgeting process, Accounts Receivables & Payable statement, Inventory Reports
- Complying with Statutory & Legal compliances of Income Tax, PF, ESI, and other applicable laws, IT scrutiny

PROFESSIONAL EXPERIENCE

Name of the Company	Designation	Type of Industry	Period
4 Brick Infra Pvt Ltd, Hyderabad	Accounts Manager	Construction	March 2023 to Till date
ST Theresa Hospital, Hyderabad	Accounts Manager	Hospitality	Jan 2022 to Feb, 2023
Sensational Group of companies, Hyderabad	Accounts Manager	Manufacturing & Trading	Jan 2022 to Dec, 2021
Srinivasa consultancy, Hyderabad	Accounts Manager	Service Industry	Jan 2017 to Dec 2020
BK Steels, Visakhapatnam	Accounts Manager	Manufacturing	Jan 2013 to dec 2017
NCC Pvt Ltd, Indore	Deputy Manager for Accounts	Construction	Jan 2010 to Dec 2012
Ramoji Film City, Hyderabad	Senior Accounts Executive	Service Industry	Jan 2002 to Dec 2009
BHPV LTD, Visakhapatnam	Industrial Trainee	Manufacturing	Jan 1998 to Dec 2001

Responsibilities & Duties undertaken in various organizations

- Accounting of day-to-day transactions of the organization with regard to purchases and sales.
- Preparation and uploading of GST and TDS returns with statutory compliance.
- Physical stock verification with regard to inventory reports.
- Preparation of provisional & projected financials.
- Aging of Debtors and Creditors

PERSONALITY TRAITS

- Good Communication
- Ability to work effectively independently and in team
- Good inter – personal skills

PERSONAL INFORMATION

Father's Name	:	K V S S Lakshman Murthy (Rtd SBI Manager)
Marital Status	:	Married
Sex	:	Male
Languages known	:	Telugu, English & Hindi
Nationality	:	Indian
Strength	:	Confident, Positive attitude and Hardworking

(K ACHUTRAM)