



## Curriculum Vitae

**G.Narendra**

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Road No 9

Miyapur

Hyderabad.

### **Career Objective**

Wish to expand my horizons, broaden existing skills by knowing different techniques and methodologies by working in large of organizations.

### **Educational Qualification**

- ❖ MBA with Financial Management from Andhra University- 2012
- ❖ B.Com from Andhra University 2010

### **Technical Qualification**

- PGDCA,
- Tally ERP.9.
- SAP FICO

### **Working Experience:**

Have eight years of vast experience in the fields of Accounts and Taxation.

Worked as Accountant in **Ajel Limited** from Oct-2018 to Oct-2019

Worked as Accountant in **BGR Mining and Infra Limited** from April 2015 to Sep-2018.

Worked as Accountant in **Coastal Projects Limited** from May. 2012 to Mar- 2015.

### **Areas of Work Exposure:**

**Company : Ajel Limited**

**Job Title : Accountant**

- Checking the shareholder list
- Checking of All Vouchers (cash, bank, journal's-supporting Documents)
- Preparation of bank reconciliation statement.
- Verification and Preparation of GST Input Register.
- Review and deduction of TDS on Rent, contract/sub-contracts, and Professional Charges as per the IT Norms.
- Filing of returns and payment GST after adjusting input on timely basis.
- Verification of Monthly Pay sheets, Staff Advances, ESI, Professional Tax
- Preparation of statements as required by the Department's/ Internal/External Auditor's
- Prepare Monthly Creditor and Debtors Statement.
- Checking Revenue Bills
- DBR statement preparation
- Outstanding statement preparation
- Sale invoice Preparation.
- Petty cash maintenance
- Every month preparing Bank reconciliation statement.

**Company : BGR Mining and Infra Limited**

**Job Title : Accountant**

- Checking of All purchase with respect to PO, Waybill, and MRN Receipt and Sale entries with RA and Agreements
- Checking of All Vouchers (cash, bank, journal's-supporting Documents)
- Preparation of bank reconciliation statement.
- Checking/Reconciliation of Inter Site transfers on daily basis.
- Review and deduction of TDS on Rent, contract/sub-contracts, Transport, and Professional Charges as per the IT Norms.
- Preparation of MIS as required by the Management.
- Verification and Preparation of GST Input Register.
- Calculation of GST output with RA bills.
- Filing of returns and payment GST after adjusting input on timely basis.
- Verification of Monthly Pay sheets, Staff Advances, PF, ESI, Professional Tax
- Preparation of statements as required by the Department's/ Internal/External Auditor's
- Verification of Bills under FOC, FMC & AMC and Reconciliation of vendor GLs/ Statement periodically.
- Regular review of creditors/ balance as per books and recommendations for payment
- Supporting and finalizing of Statutory and internal audits of sites without any major observations.
- Handling of Tally with Inventory and accounting.
- Passing of consumption entries in Tally as per the stores consumption report on monthly basis.

**Company : Coastal projects Limited.**

**Job Title : Accountant**

**Responsibilities:**

- Bill certification
- Petty cash maintenance.
- Sub contractor bill verification (TDS calculation)
- Sub contractor TDS statement preparation
- Vendor bill verification (VAT calculation)
- Updating of Payment voucher bank (PVB) files
- Updating of Payment journal voucher (PJV) files
- Every month preparing Bank reconciliation statement.

**Personal Skills:**

Positive Attitude.

Hardworking

**Personal profile**

Father's Name :G.Tirupati Naidu

Date f Birth : 08.06.1989

Nationality : Indian

Languages Known : Telugu, English& Hindi

Pass port Number: M 2116733

**Permanent Address:**

D.Sirlam (post & village),  
Pedabondapalli (so)  
Makkuva (Mandlam).  
Vizianagaram (Dist).  
Andhra Pradesh (State).  
PIN.535527.

**Declaration**

This is to inform you that all the above-mentioned details are true to the best of my knowledge.

**Place:**

**Date:**

(G. NARENDRA)