

CURRICULAM VITAE

MANJU BHARGAVI

Cell: +919014358069

Email: manjubhargavi.2009@gmail.com

CAREER OBJECTIVE:

Having put up my Service more than a period of decade in various organizations, to develop my Career further to enhance my position, I would like to take an opportunity by seeking good position in your esteemed organization. Therefore, am here with submitting my brief C.V for your perusal and for kind consideration.

ACADAMIC QUALIFICATIONS:

- MBA (Finance & Marketing) from J.N.T.U (HYD) -2011
- B. Com from Osmania University - 2008
- CEC From Osmania University - 2005
- S.S.S. From Osmania University -2003

KEY SKILLS:

- Good Communication Skills in Verbal and Written English
- Expert In Accounting and Finance
- Process Excellent Knowledge of Balance Sheet and Ledger
- Process the Knowledge of Auditing
- Easy to learn Skills

TECHNICAL SKILLS:

- Microsoft Office package : Microsoft Word, Microsoft Excel, Microsoft Power Point.
- Accounting Software : Tally Erp9, Focus
- Computer Literate

PRESENT WORKING:

Name of the Company : ASTHA POLYMERS PRIVATE LIMITED
Designation : Manager of Finance & Accounts
Joining Date : 11.06.2016 to Till Date
Team Size : 10

JOB PROFILE: Accounts Manager- Handling following Activities in Department

- Experience in Online Banking Funds Transfers and Import Payments.
- Accounts payables, Accounts Receivables
- Proforma Invoice and Purchase Orders,
- Passing Journal Vouchers and Reconciliation
- RA Bills Verification and Preparation with Work Orders.

- Preparation of all Branches Salaries & Wages. And making payments
- GST and TDS & TCS and ESI & PF filling
- Debtors and Creditors Reconciliation.
- Participation in Meeting with Vendors and Dealers
- Making of all Online Payments (Statutory and Vendors, salaries & Wages).
- Reconciliation of all Ledgers, Bank reconciliation of All Branches.
- Dealers wise Commission Preparation, Reconciliation and payment.
- Budget Planning for Vendors payments.
- Finalization of all accounting Transactions.
- Balance sheet, P&L Preparation.
- Monitoring Monthly Internal Auditing.
- All other works from time to time.
- Preparation of MIS Reports.
- Work Allocate to Team Members,
- Handling of imports Payment's documentation payments including LC Opening
- ICE gate payments, Online BOE Documents submission to Bank
- Online Trade account payment with documents uploading
- Conducting Interviews for Accounts Recruitments
- Training to juniors' & Sub Ordinates.

PREVIOUS WORK EXPERIENCE:

Name of the Company	: LAXMEE POLYMERS PRIVATE LIMITED
Designation	: Accounts Executive
Duration	: 13.06.2012 to 30.10.2015
Team Size	: 6

JOB PROFILE:

- All Brach Accounts (AP T.N, KA,)
- Sales Bills making and verification (Govt Department Invoice All Branches)
- Purchase Bills Entering and verification
- Salary Statement preparation (All Branch's)
- Departmental Payments Fallow up
- Debtors and Creditors Reconciliation.
- VAT Retunrs Filling

- Sales and purchase Register maintenance
- VAT Auditing Documentation Preparation
- ESI & PF calculations and filling
- Team works
- Payment followups,
- Dealers accounting Maintenance

PERSONAL PROFILE:

Father's Name	: T. VENKATA RAMAIAH
Date of Birth	: 05-07-1988
Gender	: Female
Marital status	: Married
Nationality	: Indian
Languages Known	: Telugu, Hindi, and English

Place: Hyderabad.

(T. MANJU BHARGAVI)