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| CHANDRA.J   **Email:**  **jagadish04chandra@gmail.com**  **jagadish04chandra@yahoo.co.in**  **Contact. No:**  Mobile :+91-9177394054/+91-9848987256  **Present Address:**  St.No.11, H.NO.10-117, Plot No.33  HMT Nagar, Nacharam,  HYDERABAD - 500076  Andhra Pradesh, India.  **Personal Details:**   |  |  | | --- | --- | | Gender | Male | |  |  | | Nationality | Indian | | DOB | 4thDec 1975 | |  |  |   **Languages Known:**  English, Hindi, & Telugu.  **Achievements:**  1) Worked in Bhutan individually as a site accountant till the completion of project  Passport K4176145  (Valid upto 25.07.2022)  CTC Drawing: 6,24,000/- p.a. | Career Aspiration  **A Challenging position with ample opportunity for advancement and growth diversified areas of management leading to value-added decision making.**  Experience Summary  **16Years of experience in the areas of Accounting, stores & purchase management and also having overseas experience worked in Bhutan, countries also having knowledge in GST Law (GST Returns Filling/2A Matching with Purchase Register/Annual return workings)**  Professional Experience  Organization : ABIR INFRASTRUCTURE PVT LTD (Hyderabad, Bhutan & Sikkim)  Designation : Accounts Manager and Finance  Period : 15th December'2015 to Till Date (6 Years)  Responsibilities : *1. Maintained Total Accounts and Finance Independently**2. Manage Tally ERP system attributes used to control Development Lifecycle reports**3. Develop, implement, and maintain construction management system, budgets, job costs, cost codes, contracts, change orders, purchase orders, and various construction progress reports.**3. Maintenance of Statutory Reports (Tds & Vat), Journal Entries and knowledge in GST**4. Manage process for proper coding of construction invoices (payment applications) and lien releases for contractor and vendor invoices. Maintain contract documents including records of lien releases in appropriate files.**5. Analyze and review construction status with Project/Construction Managers. Direct and participate in cost analyses.**6.Prepare/gather materials related to construction and cost accounting matters for internal and external auditors.* Organization :  **MADUCON PROJECTS LTD (Hyderabad,Visakapatnam&Bihar)**  Designation : Worked as a Accounts Executive  Period : 1st Oct'2010 to 30th November'2015(5 Years)  Responsibilities : *1. Monitoring company accounts and conducting quarterly reviews as per the Nepal and Indian Standards and maintained the total accounts and finance independently**2. Accounts payable and receivable**3. Profit-and-loss statements**4. Tax preparation**5. Expense reports**6. Cost reduction proposals**7. Payroll**8. Budgets**9. Internal audits for policy adherence**10. Presenting budgets and reports to upper management**Additional Duties:**1. Recordkeeping**2. Account reconciliation**3. Running errands (bank deposits, etc.)**4. Data entry in Tally Erp Software* |
|  | Organization : **SRI VISHNU PIPES PVT LTD(Manufacture)**  Designation : Worked as a ACCOUNTANT, Hyderabad  Period : From 1st May2004 to 30th Sep 2010( 6 Years)  Responsibilities  *1. Manage all Manufacture accounting transactions*  *2. Prepare budget forecasts*  *3. Publish financial statements in time*  *4. Handle monthly, quarterly and annual closings*  *5. Reconcile accounts payable and receivable*  *6. Ensure timely bank payments*  *7. Compute taxes and prepare tax returns*  *8. Manage balance sheets and profit/loss statements*  *9. Report on the company’s financial health and liquidity*  *10. Audit financial transactions and documents*  *11. Reinforce financial data confidentiality and conduct database backups when necessary*  *12. Comply with financial policies and regulations*  Worded in R.K.Bung & Company(chartered Accountant) as a audit clerk from 1996 to 2001  Computer knowledge   * Diploma in Computer Applications from Comp-U-Tech, Hyderabad, with Second Division in the year 1994, Word, Excel, Accounting Software’s ( Tally, Wings, Focus etc) also having knowledge in latest versions.   And also knowledge in SAP and IFS in accounting and Inventory. |

Academic Details

Qualification : **MBA (Finance)-Distance**

Institution :Indira Gandhi National Open university

University : IGNOU Delhi

Year of Passing : 2008-2011

Qualification **:B.Com- Regular**

Institution :Badruka College of Commerce and Arts

University :Osmaniya University

Year of Passing : 1992-1995

Strengths

* Very good learner, self motivated with positive attitude.
* Strong communication and interpersonal skill.
* Result oriented, strong will power and better planning & coordination.
* Ability to deal with people diplomatically.
* Ability to explore new avenue.
* Creative thinking, Good strength in System Analysis.
* Confident optimistic, team builder& Ready to take Challenges.

**Declaration:**

## I J.JAGADISH CHANDRA, affirm that the information compiled above is precise and accurate in its entirety to my knowledge.

## (J.JAGADISH CHANDRA)

**Place: HYDERABAD**