

# DHANUNJAYA RAO MATURI

## Contact

Mob: +91 9848485965  
[ghanamaturi@gmail.com](mailto:ghanamaturi@gmail.com)

## Key Skills

- Skilled at Private Equity fund concepts like Investor cash flows, Management fee calculations, Commitments, Contributions, Distributions, Unfunded commitments and Allocation.
- Familiar with Equities, Corporate Actions and Derivatives, Bond Market
- Tally ERP, Focus Software, Office Suite.

## Activities and Interests

- Travelling
- listening to music
- playing outdoor games

## Personal Information

- Father: M Narayana Rao
- DOB : 16<sup>th</sup> August 1992
- Address: D No 16-2-4, Malli karjuna Colony Lane1,Rajam Village, Srikakulam, Andhra Pradesh,532127

## Career Objective

Detail-oriented and enthusiastic learner having an experience in the field of Accounting and Auditing of Books of accounts of an organization. Looking for a role with an organization which provides me an ample of opportunities to explore my skills towards organizational goals and my personal development.

## Experience

### *April 2022-Present*

#### **Senior Accounts Executive- Kapalli Nomini and Associates**

- Maintaining of day-to-day transactions related to accounts
- Maintaining Books of Accounts of various clients
- Handling of Accounts receivables and Accounts payables
- Reconciliation between the cash and bank
- Maintaining Petty cash expenses
- Filing of Income Tax Returns
- Calculation and Verification of TDS
- Filing of TDS returns, GST returns

### *February 2021-March 2022*

#### **Audit Associate • Megha Engineering & Infrastructure Ltd( MEIL Ltd)**

- Verification of cash and Bank payments after checking the supporting documents properly and receipts on monthly basis
- Bank transactions entered in tally every month.
- Preparing Purchase, Sales Vouchers generating in Tally ERP9 &Focus.
- Bank transactions entered in tally every month.
- Every month Business transactions send to the Auditor.
- Entry of Supplier of bills Hire bills and Sub contractor bills before making payment.
- Releasing payments on due dates.
- Visiting the sites as per the directions of the HOD - FIN to ensure site accountants are handling cash and bank properly and preparing the Sub contractor's and Hire contractor's bills properly.

**Jan 2018- Jan 2021**

**Junior Accounts and Audit Associate • SSVS & Associates**

- Maintaining of day-to-day transactions related to accounts of various clients
- Handling of Accounts receivables and Accounts payables.
- Preparing Purchase, Sales Vouchers generating in Tally ERP9.
- Bank transactions of various clients entered in tally every month.
- Handling Cash Department
- Knowledge in Filing Income Tax Returns, TDS returns and GST returns

**Education**

- CMA Intermediate with Institute of Cost and Management Accountants of India with 52%.
- B.com at Ambedkar University with 75 %
- 10+2 at Govt. Junior College with 73 %
- 10<sup>th</sup> (SSC) at Govt. High School with 50 %

**Declaration**

I hereby declare that best of my knowledge the facts given above are correct.

Place:

M Dhanunjaya Rao