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| DHANUNJAYA RAO MATURI | |
| **Contact**  Mob: +91 9848485965  dhanunjayaraomaturi@gmail.com | **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. |
| **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 : 16th August 1992 * Address: D No 16-2-4, Malli karjuna Colony Lane1,Rajam Village, Srikakulam, Andhra Pradesh,532127 | **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 %
* 10th (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