

SRINIVAS BOKKA

H No.5-94/257, Phase-3.

Road No.9, SLN Colony, Patelguda
Sanga Reddy District

Ph:9393565365

Email: bsrinuavidi1981@gmail.com

Objective:

Seeking a challenging position and a satisfying career to utilize my skills and abilities in the field of accounting that offers Professional growth while being ingenious, innovative and flexible.

Academic Profile:

Course	Institution / College / University	Period
B. Com	V.K.V.G Degree College- (Andhra University)	1999-2002
Intermediate	A.V.S Junior College, (Board of Intermediate Education)	1997-1999
SSC	Z.P. High School, (Board of Secondary Education, AP)	1996-1997

Technical Skills:

- Operating Systems :MS-Office. Tally ERP & Tally Prime, Typing- 40 wpm English

Career Experience:

- ❖ Working as an **Sr.Accountant** in Supratec (Sai Deepa Group of Company), Pashamylaram
Career Path:- From April 2023 To till date.
- ❖ Worked as an **Sr.Accountant** in SD Forging (Sai Deepa Group of Company), Pashamylaram
Career Path:- From Sep 2015 To March 2023.
- ❖ Worked as an **Accountant** in Sri Srinivasa Alloy Castings, Pashamylaram
Career Path:- From April 2013 To Aug 2015
- ❖ Worked with as Account Assistant in Sri Venkata Sai Polymers, Yanam.
Career Path:-From Jan 2011 to March 2013
- ❖ Worked with as Sr. Process Executive in Gram IT –BPO Centre in the process of purchase department on behalf of Satyam Computers, Hyderabad
Career Path:-From April 2003 to Dec 2010

Work Experience:

Duties and responsibilities are as under:

- ❖ Preparation of Sales Invoice/Purchase entry/Contra entry/Payments entries/Receivables entries in tally erp/ tally prime.
- ❖ Preparation of Monthly salary statement.
- ❖ Maintain of Petty Cash.
- ❖ Preparation of Purchase orders and maintain purchase register, and coordinate with suppliers and vendors for Raw material and Consumables purchase.
- ❖ Preparation of Monthly stock statements and reconciliation between book stock vs physical stock.
- ❖ Preparation for payables and receivables of Creditors & Debtors Ageing Analysis
- ❖ Reconciliation for Ledger Statements of creditors & Debtors
- ❖ Preparation of Monthly GSTR1 & GSTR 3B return filling.
- ❖ Monthly reconciliation of GSTR 2B vs GSTR 3B.
- ❖ Generation of e-way bills.
- ❖ Preparation of Bank Reconciliation Statement
- ❖ Preparation of Cash & Bank vouchers
- ❖ Maintaining of vendors account & Reconciliation of Suppliers
- ❖ Inspection of Stocks and records of Stores
- ❖ Preparation of Daily Funds Position Statement
- ❖ Preparing MIS reports Collection Report / Outflow Statement
- ❖ Coordinating with Internal & external Auditors
- ❖ Processing of Employee / Vendors / Admin / PF/ ESI / TDS/ PT Tax related payments
- ❖ GL Accounting and Bills payable Accounting.
- ❖ Maintain of Outgoing Job work registers/Incoming Job work/DC Register.
- ❖ Organize the Dispatches, logistics, loading and documentation as per invoice.
- ❖ Preparation of all dispatch documents i.e. Delivery Challan, Tax invoice, e-Way bills etc.

Strengths

- Good team player

- Confidence and self-motivation
- Zeal to learn new things.
- Honest, Sincerity

Personal Profile:

Name : Srinivas Bokka
Date of birth : 08-06-1982
Fathers Name : Sri B.Suranna
Nationality : Indian
Sex : Male
Marital Status : Married
Language Known : Telugu, English

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place :Hyderabad

Date:

(B Srinivas)