

## SRINIVAS BOKKA

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

Road No.9, SLN Colony, Patelguda

Sanga Reddy District

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### 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)