

Giri Achary Addanki

F.No.T-5,Paramount,Meenakshi Layout,Kamasandra Main Road, Electronic City, Bangalore-560100

Email: girish.fm@rediffmail.com, **Mob:** +91 9916487811

Manager / Asst. Manager / Senior Accounts

Key competencies includes

- | | |
|--|--------------------------------------|
| ⇒ Accounts Routine Works | ⇒ Preparation of Financial Statement |
| ⇒ GST & Other Taxation Work | ⇒ Banking Work |
| ⇒ Assisting Internal & Statutory Audit | ⇒ Exports Documents works |
| ⇒ Preparation of Projected Balance Sheet | ⇒ Payroll Preparation |

SUMMARY OF WORK EXPERIENCE

- End to End Accounting Work– Purchase, Sales, payment & Receipts Vouchers
- Preparing & Filing of Statutory Returns of Gst ,Tds, Pf , Esi & Professional tax
- Exports Sales Invoice Entries with Shipping Bills
- Exports Documents works
- Gst on Exports Sales Uploading and filing

- Visited Vat Office for Vat & CST Assessment work
- Preparing Weekly cash flow & Fund flow Statements.
- Reconciling Accounts Receivable work.
- Monthly reconciliation of General Ledger.
- Prepare and post journal entries for Branch accounts.
- Reconciling Branch accounts with HO.
- Prepare various financial reports requested by Senior Management.
- Management of accounts payable – verified invoices, oversaw purchase of supplies, tracked supplies, recorded in general ledger.

- Preparation and finalization of Accounts, preparation of Financial Statements.
- Debtors and Creditors balance reconciliation and age-wise analysis of Debtors balances.
- Preparation of Bank Reconciliation Statements.
- MIS reports.
- Weekly Verification of vouchers.
- Preparation of Form 16/16 A& Reconciliation of Tds 26 AS statement
- Liaising & negotiating with banks and financial institutions for funds.

- Prepare Bank CMA Data for availing Cash Credit Facilities.
- Prepare Projected Balance Sheet for 5 Years planning.
- Involved in internal audit, statutory audit.
- Preparing Monthly Balance Sheet & Profit and Loss Statement with related schedules for Management purpose.

WORK EXPERIENCE

Sriveda Sattva Pvt Ltd (The Art of Living Group)

Asst Manager in Accounts, Nov 2016 onwards

Concord Buildmat Pvt Ltd

Senior Accountant, August 2011 to Nov 2016

M/s. Alona Kitchenet & Interiors Pvt Ltd

Senior Accountant, July 2009 to Aug 2011

M/s. Blue Skies Logistics Pvt Ltd

Accounts Officer Oct 2005 to July 2009

ICICI Bank Limited

Accounts Executive , July 2003 to Oct 2005

M/s. Sridhar & Associates (Chartered Accountant)

Apprentice, 1994 to 1997 & Paid Asst from 1997 to 2003

Job Profile of Current Company

Preparing & Filing of Statutory Returns of Gst ,Tds, Pf , Esi & Professional tax

- Reporting to the Senior Manager-Accounts &Assisting CFO, heading a team of 2 members, managing routine daily accounts related activities.
- Exports Sales Invoice Entries with Shipping Bills
- Exports Documents works
- Gst on Exports Sales Uploading and filing
- Projected Balance Sheet for Banks
- Preparing Consolidated Balance Sheet
- Suppliers Payments Initiate
- Preparing Weekly Cash flow and Fund flow Statement
- Prepare various financial reports requested by Senior Management
- Debtors and Creditors balance reconciliation and age-wise analysis of Debtors balances.
- Visited Vat Office for Vat & CST Assessment work

- Monthly Reconciliation/ Review of General Ledgers
- Review the calculation & filing of Gst ,Professional Tax , TDS , Epf & Esi work
- Preparing, reviewing monthly accounts, submitting the same to the management,
- Liaising & negotiating with banks and financial institutions for funds.
- Involved in internal audit, statutory audit.
- Preparing Monthly Balance Sheet & Profit and Loss Statement with related schedules for Management

Resume of Giri Achary A.

Page 2 of 2

EDUCATION / CREDENTIALS

MBA (Finance), 1st Class, 2010 National Institute of Business Management, Chennai
B Com (Honours) Berhampur University,
CA Articleship Completed, under Chartered Accountants,

TECHNICAL SKILL

Tally Erp9.1, Proficient in MS Excel & Word

TRAININGS ATTENDED

Articleship Under Auditor-3 Years&
SAP Fico - 6 months

PERSONAL INFORMATION

Date of Birth: 15 July 1973
Language skill in English, Hindi, Telugu ,kannada& Tamil

REFERENCES

1. Mr. M.V. Murthy (DGM – Accounts & Finance)
2. Mr. Arvind Babu(MD – Blue Skies Logistics Pvt Ltd)