## RESUME

## CH .SIVA NAGESWARA RAO

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## M: +91 7729856168 +91 779485667

**CAREER OBJECTIVE:**

Seeking a challenging career to utilize my skills and abilities to appreciate the need for integrity & ethical behavior, recognize ethical problems & to work effectively in diverse environment through my hard work, self-integrity & good inter-personnel relationship.

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Good written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

**Experience: Total 13 years**

**Work Experience**

**Present working as Sr. Accountant at Lawrence & Mayo India Pvt. Ltd from Sep-2018**

Lawrence & Mayo, one of the living centurions in the Corporate World, needs no introduction to the Public in India. Year 2002 will be a memorable landmark in the long and honorable history of this corporate entity as it will celebrate its post centaury silver jubilee during this year. Looking back in to the history, it will be interesting to know how Human effort of several generations has built and nurtured this company through 140 years of its marvelous existence.

* Preparation of Cash flow statement
* Preparation & Filing TDS & PT Returns
* Preparation & Filing ESI Returns
* Preparation & Filing of GSTR-3B, GSTR-1 & GSTR-2
* Preparation Bank Reconciliations Statements
* Processing of Expenses bills and preparation of cheques for same
* Processing of salaries and sending to bank for disbarment
* Reconciliation of general ledgers and intercompany reconciliations
* Making payments to vendors and internal entities
* Accounting of Petty cash expenses and reconciliations
* Preparation of audit requirements and coordination with auditors

**Organization: *Progenerics Pharma Pvt Ltd***

**Designation: *Sr. Accountant***

**Duration: May ’2016-Aug’2018.**

Progenerics Pharma Private limited is one of the Formulation, Research & Development Unit .

* Po’s preparation and submitting to parties
* Coordination with Creditors & controlling balances
* Coordination with bankers for payment for FTT payments
* Coordination with Customs Duty Clearing agent
* Customs Duty Calculation with Bill of Entries and Payment.
* Preparation Service Tax & TDS payments
* Submission of off early ST-3 Return
* Quarterly SOD Statements timely submission in Bank.
* Submission of Monthly vat & CST Returns.
* Timely submission of Quarterly TDS returns and Downloaded TDS certificates from Traces.
* GST MIGRATATION, GSTR-3B, GSTR-1,2 &3 RETURNS PREPARED AND FILLING.

**Organization : Labonel Fine Baking (India) Pvt Ltd**

**Designation : Accountant**

**Duration : Since May 2011 to April ’2016**

Labonel fine Baking (India) Pvt ltd is a Baking items Manufacturing Company this is No of outlets in Hyderabad.

* Preparation of Bank Reconciliation Statements –Extensive Working Knowledge in BRS
* Managing High Volume of RTGS , NEFT Transactions through Various Banks
* Preparation of Audit Reports and Audit Working papers.
* Accounting Entries for Purchase, Sales, Journal, Credit , Debit Note, Cash, Bank Payable, Receivable
* Salary provision, Fixed Asset, Income expenses.
* Maintaining of Account books Viz. Cash Ledger, purchase, sales, Stock register.
* Reconciliation of Inter Branch Transaction with other Units
* Coordination with bankers for payment to Vendors & term loan issues.
* Quarterly TDS returns and Timely Downloaded Form 16A s and Submission to parties.
* Preparation of MIS Repots Like VAT, TDS , Service Tax and ER-1
* Ensure all accounting entries are completed & recorded in correctly manner
* Making provision for expenses
* Quarterly TDS return filling and timely submission to TDS parties of TDS( Form 16A) Certificates

**Organization: Aswini Pharmaceuticals**

**Designation : Accounts Assistant**

**Duration: March 2009 to April 2011**

Aswini Pharmaceuticals in one of the Company in Aswini Group. (A leading Hair oil Manufacturing & Cosmetics Company Hyderabad.

**Work Profile:**

* Preparation of Bank Reconciliation Statements –Extensive Working Knowledge in BRS
* Managing High Volume of RTGS , NEFT Transactions through Various Banks
* Preparation of Audit Reports and Audit Working papers.
* Accounting Entries for Purchase, Sales, Journal, Credit , Debit Note, Cash ,Bank Payable, Receivable
* Salary provision, Fixed Asset, Income expenses.
* Maintaining of Account books Viz. Cash Ledger, purchase, sales & Stock register.
* Reconciliation of Inter Branch Transaction with other Units
* Coronation with bankers for payment to Vendors & term loan issues
* Preparation of MIS Repots Like VAT, TDS , Service Tax and ER-1
* Ensure all accounting entries are completed & recorded in correctly manner
* Making provision for expenses
* Reconciliation of Cash, debtor, creditor, inter branch with H.O

***O*rganization: Vijayasree Chemicals**

**Designation: Executive Finance & Accounts**

**Duration : from Nov-2007 to Feb 2009**

Vijayasree Chemicals One of the Bulk drug & Intermediates Manufacturing Company in Vijayasree Group of Companies.

* Processing Transport bills as per Agreements
* Preparation of Bank Reconciliation Statements in Vijayasree Units
* Date Entry in Wings ERP software related to all Vijayasree Group of Companies.
* Monitoring of day to day routine accounting and financial activities.
* Preparation of MIS Reports for like VAT, TDS, CASH FLOW etc.
* Providing monthly information to Manager Finance on Outstanding Payments,
* Bills Receivable & Payable
* Journal entries in software related to provision for next month

**Technical Skills**

* MS office
* Tally, Wings, Focus
* Microsoft Dynamic NAV

**Educational Qualifications**

# M.Com from Acharya Nagarjuna University -2009-10

# B.Com from Acharya Nagarjuna University - 2003-2006

* MPC from Board of Intermediate- 2001-2003
* SSC from Board of Secondary Education- 1999-2000

**Personal Details**

Name : Ch.Siva Nageswara Rao

Father’s Name : Ch.Purnnaiah

Date of Birth : 01-07-1982

Languages : English, Hindi, Telugu,

Address for communication : H.No. 12-2-100/2

Moosapet ,Near EENADU office ( Goods Shed Road),

HYDERABD- 32

**(**Ch.Siva Nageswara Rao **)**

Date:

Place: