

Ashok Kumar Gudi

Asst Manager Accounts

Detail-oriented accounting manager with 3+ years of experience in managing accounting departments. Monitored all kinds of financial procedures and ensured implementation of accounting and taxation regulations. At MPL Infra. scheduled and incorporated regular workflow checks that helped reduce month-end closing time by 30%.



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Hyderabad, India

SKILLS

Tally

Excel

TDS

Audit support

GST

Inventory Accounting

Taxation

Team Management

SCM

Billing

Returns

Accounting

ERP Software

LANGUAGES

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

Telugu

Native or Bilingual Proficiency

EXPERIENCE

Asst Manager Accounts

MPL Infra Engineers pvt ltd

Achievements/Tasks

- Filing of GST, TDS, PF, ESI and PT Returns.
- Maintaining of Bank day books in Tally and doing daily online payments to vendors/suppliers.
- Maintained project wise purchase and sale accounting in tally and Periodical review of customers accounts and follow up for payments.
- Maintained product wise trading inventory with values in tally and preparation of day to day sale invoices and e-way bills in tally.
- Monthly Reconciliation of GST input tax credit in Purchase register from tally with GSTR2A download data and follow up with supplier to get credits in GSTR2A.
- Preparation and Filing of Monthly returns of GSTR1 and GSTR3B in GST Portal of two GSTRNS.
- Analyzed monthly and quarterly financial statements and presented the reports to the senior management.
- Preparation of monthly salary statements and arranged payments to employees.
- Preparation of necessary documents and workings for annual external audits.
- Created and Maintained project wise cost center accounting and analysis of profitability.

Accountant Intern

MPL Infra Engineers pvt ltd

Achievements/Tasks

- Maintaining Accounts of Purchases, Sales and Bank in Tally.
- preparation of monthly sale bills as per work certified by client.
- preparation of monthly closing data.
- providing accurate, timely, and relevant recording reporting and analysis of financial information.

PROJECTS

Reliance Projects and Properties Management Services Ltd

MPL Infra Engineers pvt ltd

Achievements/Tasks

- Maintaining project wise bills and monitoring daily work progress in site.
- Coordinating with site engineers for day to day expenditure track and estimating the material and funds requirements.
- Preparation of monthly bills as per certified bills and updating in SCM portal.
- Preparation of HR documents as per reliance norms and submitting to concern department approval.
- Represented accounts department in senior executives meeting for accounts reconciliation.

ACHIEVEMENTS

Implemented regular workflow monitoring procedures that helped reduce month-end close time by 30%.

Coordinated with GST officials regarding the pending issues/notices and cleared the issues.