

YESU KIRAN GORASA

Accountant and Office Administration

☎ 8179782085

✉ yesuukiiran33@gmail.com

📍 Rajahmundry

SUMMARY

To work with a reputed MNC where there is scope for self-improvement and knowledge enhancement and provides opportunities to exhibit the best of my ability and contribute the same towards organizational development.

EXPERIENCE

Accountant and Sales Executive

Varsha Automobiles

📅 May 2018 – July 2023

📍 Rajahmundry

ROLES AND RESPONSIBILITIES

- Responsible for sales for entire of East and West Godavari and other rest of the districts in Andhra Pradesh.
- Primarily responsible for the growth in sales volume through vibrant customer network in the assigned area.
- Responsible for retail sales and channel development, promotion, supply and distribution system and managing customers
- Responsible for formulating plans & strategies based on targets to be achieved at local level for the retail push and to develop the system for its effective execution and finally relate this plan with sales and volume generation within the budget and time.
- Directly responsible for channel development for covering, both urban and rural markets.
- Analysing market information on competitor's activities to suitably refine the sales strategy monitoring the secondary & primary sales target achievement on a regular basis.
- Responsible of business & expansion of network.
- Coordinating with supply base so as to maintain effective supply chain management regarding supply and dispatches.

Ledger Work

- Renovating Customers and Suppliers Accounts
- Updating Purchase & Sales Accounts

Entries Work

- Preparing entries for Purchase & Sales
- Concocting entries for Purchase Returns (Debit Note) & Sales Returns (Credit Note)

Bank Reconciliation work

- Verifying bank statement with bank account in Tally every day
- Finding mismatch transactions in Bank Statement & Bank Account in Tally
- Preparing cheques for payments
- Ensure Bank payments through online banking (NEFT, RTGS)

GST work

- Generating E-Way bills for transportation of goods
- Reconciliation of GSTR-2A before filing of GSTR-3B
- Filing of GSTR 1 & GSTR 3B through Offline & Online mode

Documents Work

- Preparing purchase order, Sales Order
- Preparing vouchers for cash / Bank Payments

EDUCATION

MBA (Finance & Marketing)

Adikavi Nannaya University

📅 Jun 2017 – Mar 2019

📍 Rajahmundry

Percentage**72 %****B. Com (Computers)**

Adikavi Nannaya University

📅 Jun 2014 – Mar 2017

📍 Rajahmundry

Percentage**73.5 %****PROJECT**

MUTUAL FUNDS

📅 Nov 2018 – Dec 2018

📍 Hyderabad

Undergone with **4** - weeks duration of project work on Mutual Funds at Angel Broking Ltd.

SKILLS

- Working Knowledge on Tally ERP9
- Working Knowledge on M S Office
- Typing – Type with speed of 40 WPM

PERSONAL PROFILE

Name : Yesu Kiran Gorasa

Father's name : Radha Krishna Gorasa

Date Of Birth : 21 December 1995

Gender : Male

Nationality : Indian

Address : Raja Rajeswari Nagar 2, Konthamuru, Rajahmundry,
East Godavari District, Andhra Pradesh

Pin code : 533104

DECLARATION

Hereby declare that the above given details are true to the best of knowledge.

Date:

Place:

G. Yesu Kiran