

CURRICULUM VITAE

SREENIVASULU.S M. Com. Finance,
Jagathgiri gutta,
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A Commerce Post Graduate with 17 years experience. proven verifiable track record for accomplishing the Challenges goals, making “ strong commitment with sense of personal responsibility with Hard Working for the assigned job, resulting in superior service.”

Academic Qualification:

M.Com (Finance)	Jun-2006	O U Campus	Hyderabad	Osmania University	61%
B.Com (Taxation)	Mar-04	G.D. College	Wanaparth	Osmania University	68%
MPC	Mar-2001	G J College	Wanaparth	Board of Intermediate	52%
SSC	Mar-98	A P R School	Beechupally	Secondary Education	84%

Technical Qualification:

- MS Office,Tally ERP-9, Focus- 7, SAP-B1 (End User)

Professional Profile:

No.	Company Name	Type of Industry	Designation	Tenure
1	Vani Enterprises & Thota Coldcel Pvt Ltd (VANI Group of Companies)	Transformer Manufacturers	Accountant & Sr. Accountant	July 2004 to Jun 2012
2	M/s. JR Seamless Pvt Ltd	Alloy Foundry& Pipes Manufacturers	Sr. Accountant cum HR	Jun 2012 to Dec 2016
3	M/s. Volta Impex Pvt Ltd	Machinery Mfg. & Exporter	Asst. Accounts Manager	Jan 2017 to May-2022
4	M/s. Yash Exports	Fans Mfg.	Manager Accounts	Jun 2022 to Jun-23

Functional Experience:

- **Organization : M/s. Yash Exports** -Manufacturing of Fans & Other Components- Working as a Manager Accounts – From Jun 2022 to Jun 2023.
 - Preparation & Submission of **GSTR-1, GSTR-3B & GST Annual Returns**
 - **Reconciliation of GSTR2B** with Purchase Register for GST ITC availed
 - Follow up **Finance** like Receivables from Customers (age wise analysis) & **Planning for Payments**
 - Planning for **Bank Payments** & Maintain **Funds Position(Cash Flow)**
 - Preparation and Purchase, JV's ,Cash , Bank Vouchers & BRS Preparation
 - Stock Reports Preparation like RM, WIP, Job works & Finished Goods
 - **Returns Filling TDS, TCS & GST, MSME,PF,ESIC,PT**, Individual IT Returns, Tax Audit Reports
 - Employees Individual ITR's,
 - Verification of Purchase's with **PO rates & Conditions**
 - Audit & Verification of Stores Department (Go downs) Stock
 - Verification & Authorisation Accounting Entries in **Focus-7 Accounting Package**
 - Regular Follow up for Exports IGST Refunds online- (GST Department & Customs)
 - Co Ordinate with Statutory Auditors, Internal Auditors & Accounting Team
 - Planning & Maintain for Factory Licence & Property Tax
 - Co-Ordinate to Bankers for Loans & EMI's
 - Finalisation of Accounting like Auditing Works, **Balance sheet & ROC**
- **Organization : M/s. VOLTA IMPEX PVT LTD** (PRASADITYA GROUP OF COMPANIES) Manufacturing Worked as a Asst. Manager Accounts – From Jan'2017 to May'2022.
 - Preparation & Submission of **GSTR-1, GSTR-3B, GSTR9 & 9C (annual return of GST).**
 - Preparation & Submission of **TDS, TCS Returns & P.T.**

- Successfully Completed **GST Assessments** (Department Audit)
 - Reconciliation of **GSTR2A & 2B (for GST ITC availed statement)**
 - Regular Follow up for **Exports IGST Refunds online- (GST Department & Customs)**
 - Reconciliation of **EEFC** Account and Preparation of Foreign Receipts Fx. calculations & Accounting
 - **Payments process online& Manual** (Net banking) bulk uploading to suppliers & Salaries
 - Preparation of MIS Report for Management for Planning of Moments
 - Preparation of Stock Statement to Bank & Provisional BS,P&L, **CMA data for Loan Renewals**
 - Preparation of **E-Invoices GST+ Waybills**
 - Inventory moment reporting to Management like Raw Material+ WIP+ Finished Goods
 - Previously **VAT Audits, CST Audits, Excise Audits completed (Departmental)**
 - Co Ordinate with **Auditors** like statutory and internal Auditors
 - Bank payments on Daily basis to suppliers- (after deduction of 94Q)
 - Co- Ordinate with all Govt. Departments like GST, PF, ESIC
 - Maintaining of HR works &, Salary registers, Admin Works, staff data maintenance & insurance etc.
 - **Capitalization and maintenance of Fixed Assets Register**
 - Preparation & Submission of Employee Computation of Income -TDS & Income tax returns
 - Preparation of Finalization works like Depreciation, **Balance sheet**, Schedules with Consolidations, ROC Works, MSME returns for Half yearly- Co-Ordinate with Auditors(CA & CS)-**Tally Prime**
- **Organization: M/s. JR SEAMLESS PVT LTD.,** – Worked as an Senior Accountant - From Jun'2012 to Dec'2016 - A Leading Manufacturer of Seamless Pipes & Foundry
- Preparation & Submission of monthly **Central Excise returns** and relating books.
 - Preparation & Submission of Monthly Returns like **VAT, CST, PF, ESIC returns.**
 - Preparation & Submission of **Half yearly Service Tax Returns.**
 - Preparation & Submission of **Quarterly TDS & TCS Returns.**
 - Preparation of Receivables follow up and orders taking
 - Preparation of **MIS,CMA Data & Costing sheets Product wise**
 - Preparation of Documents for **Machinery & spares import works**
 - Preparation of salary statements & Other HR works
 - Department Assessment Works
 - **Preparation of Inventory statements like – Raw material, WIP, Finished Goods**
 - Preparation of Depreciation, **BS Schedules, XBRL ROC returns, Tax Audit Reports**
 - Co- Ordination with Auditors and all accounting works & Balance sheet Finalisation in **Focus6.**
- **Organization: M/s. THOTA COLDCEL PVT. LTD (VANI GROUP OF COMPANIES)** Worked as an Senior Accountant – From Oct-2009 to Jun-2012 - A Leading Electrical Transformers Manufacturers
- **Organization: M/s. VANI ENTERPRISES – (VANI GROUP OF COMPANIES)** -Jul-04 to Sep-09 - A Leading Electrical Transformers Bodies Manufacturer And Other Fabricator
- Preparation of Sales, Purchases, Cash, Bank Vouchers & Reconciliation
 - Handle Stores dept. in Tally (like Finished Products, consumables & Raw Materials)
 - Handle Finance like bank transactions thru RTGS/NEFT, BGS and OD account in (SBI) bank
 - Preparation of MIS report, Inventory, Debit note, credit note, JV's
 - Preparation & Submission of monthly **Central Excise returns** and relating books.
 - Preparation & Submission of Monthly **sales tax like VAT, CST returns.**
 - Preparation & Submission of Half yearly **Service Tax Returns**
 - Co ordinate Department Assessments like **Excise Audits,VAT,CST Assessments & Pf Audit**
 - Preparation & Submission of Quarterly **TDS & TCS Returns.**
 - Maintaining of Manual & Online **waybills, c –forms**
 - Apply & Follow up of **Industrial Incentives like Interest & Electrical Incentives** from DIC
 - Preparation of salary statements with effect of ESI, PF, TDS, PT
 - Preparation of **PF, ESIC Monthly & annual Returns, Professional Tax Returns**
 - Preparation of Depreciation Statement & ROC Returns & Tax Audit Reports
 - Preparation & Co ordinate with auditors for Finalisation Balance sheet Works

PERSONAL PROFILE :

Father's Name	: Late S.Ramalingam
Date of Birth	: 15 th May 1982
Martial Status	: Married
Languages Known	: Telugu, English & Hindi

(SREENIVASULU.S)