**N.Jeevan kumar Cell: +91 – 990-889-8427**

Plot no.15,H.No.1-16-136/3/1, Madhavi Nagar ,Alwal,Secunderabad-500015 Email:**Jeevankumar06@gmail.com**

**Career Objective:**

I Look forward to associate myself with an organization where there is a scope for contribution and upgrading my skills for the development of the organization.

**Academic Profile:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Name of theInstitution | Board /University | Year of Study |
| MBA  | PGRRDCE,Hyderabad | Osmania university  | 2007-2010 |
| B.Com | Princeton degree College ,Hyderabad  | Osmania University  | 2004-2007 |
| Intermediate | V.V College ,Hyderabad  | Board of Intermediate Education,Andhra Pradesh | 2002-2004 |
| S.S.C | Christ the king high school, Hyderabad | Board ofSecondary Education,Andhra Pradesh | 2002 |

**Work Experience:**

**Company Name** : VLCC Health Care ltd

**Role** : Accountant (16th Nov 2017 TO 19th till date)

**Responbilities**

* Maintenance of book of accounts in ERP .
* Reconciliation bank ,cash,capital float statement for Branches.
* MIS Report preparation (Receipts, Payment, Expense).
* Preparation of Stock sheet for Branches.
* Verify voucher ,Day book ,transaction for branches .
* Entry TDS & ,GST Details in ERP And send to Corporate office.
* Check vendor bills and process for bill payment.
* Reconciliation of vendor ledger .
* Vendor Bills Payment Process .

**Company Name** : Mission Pools

**Role** : Accountant (11 Feb 2016 TO 19th Oct 2017 )

**Responbilities**

* Maintain Petty Cash book and cheque book.
* Maintenance of book of accounts in Tally 9.0.
* Preparation Of monthly Salary Statement.
* Voucher/Salaries, payment /other payment receipts all transaction enters into the tally.
* MIS Report preparation (Receipts, Payment, Expense).
* Preparation of Bank reconciliation Statement Monthly
* Employee attendance Registers Maintenance.
* Preparation TDS & ,GST Details ,Pf Statement for every month
* Preparation of client Statement.
* Reconciliation of vendor ledger .

**Company Name** :**WLC College**

**Role** : Accountant cum Admin (1st March 2012 To 11 Feb 2016)

**Responbilities**

* Maintain Petty Cash book and cheque book.
* Maintenance of book of accounts in Tally 7.2.
* Preparation Of monthly Salary Statement.
* Preparation of Bank reconciliation Statement Monthly.
* Voucher/Salaries, payment /other payment receipts all transaction enters into the tally.
* Preparation of budget Report for the month end.
* MIS Report preparation (Receipts, Payment, Expense).
* Monthly submission of professional tax to Department .
* Preparation of budget report for the monthly.
* Prepared Bank letter for student loan purpose

**Company Name: Garden Silk Mills Ltd**

**Role** : Jr .Accountant (1st April 2007 to 31st January 2012)

**Responbilities**

* Maintain Petty Cash book and cheque book.
* Maintenance of book of accounts in Tally 7.2.
* Preparation Of monthly Salary Statement and Pf Statement
* Preparation of credit note and Bank reconciliation Statement Monthly
* Yearly Submit Pf details of the Employee to Pf department:
* Preparation of monthly VAT returns, ESIC, Professional tax, Service tax Submission to the Department.
* Maintain manual sales and purchase register
* Voucher/Salaries, payment /other payment receipts all transaction enter into the tally.

**Project Experience Highlights**:

I Have done my project on’’ CAPITAL BUDGETING AND BUDGETING CONTROL’’ at(Lanco)

**Responsibilities**:

* The primary Objective of the Present study is to obtain a true insighting into the financial and opertional performance of LANCI\O ,Hyderabad
* Using Budgetary Control as the tool .to suggest the ways and means to minizes the variances between budgeted and actual performance.

Duration:45 Days

**Technical Skills:**

**Accounting Packages**: MS Office,Tally 7.2&6.3&9.0

**E RP SYSTEM** :SAP R/3 4.7 EE (FI/CO)

**SAP KNOWLEDGE**

I am with excellent analytical skills, and have in depth knowledge of accounts and also have good interpersonal skills and can interact with Management and other staff to deliver the job.

I have good knowledge in the configuration of FICO:

**G/L Accounts:**

* Configuration of Chart of Accounts, G/L Account Groups, Posting Keys, Configuration of G/L Master data, Documents Types & Number Ranges and Field Status Groups.

**Accounts Receivables:**

* Customizing Account groups and assigning number ranges, Configuration of Customer Master Data, Dunning level Maintenance, Document types and Number Ranges.

**Accounts Payables:**

* Customizing Vendor account groups and Assigning number ranges to Vendor account groups, Configuration of Vendor Master data, Document types & Number Ranges, Creation of Bank Master Data and executing Automatic Payment Program.

**Asset accounting:**

Copy reference chart of Depreciation, depreciation area’s. Account determination, creation of screen layouts and define number ranges and also other areas in controlling such as internal orders,cost element accounting, cost centre accounting, product costing etc.

**PERSONAL DETAILS**

* Father ’s Name :N.V.Venkateshwar Rao
* Date of Birth :24-09-1985
* Marital Status **:**Single
* Contact Address **:**Plot no.15,H.No.1-16-136/3/1,

 Madhavi Nagar ,Alwal,Secunderabad-500015

**Contact No.** : +91 – 990 –889 –8427

**Declaration:**

I hereby declare that the above information furnished is true to the best of my knowledge.

**Date:** Thank you,

**Place: Hyderabad** **(N.Jeevan Kumar )**