

**BALAJI**

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Sourcingfor suitable job in a reputed organisation

**ACADEMICS**

**MBA** from Sri Venkateswara University (DDE), Tirupati

(Specialisation- **Finance**&**HR**)(2008)

**M.com** from Osmania University(CDE) (2003)

**M.com** from Acharya Nagarjuna University (CDE) (2006)

**B.com** from Osmania University (2000)

**10+2** from Board of Intermediate Education(1997)

**10th** from Board of Secondary Education(1995)

**WORK**

**Swadhika Foods LLP - Tirupati**

**Manager - Administration & Accounts and Other related activities**

**Since March - 2020**

**Sirisha Group of Hotels - HYDERABAD**

**Manager: Accounts & Administration and Operations**

**Period: Jan - 2017 to Feb - 2020**

**Indian Potash Ltd ** Renigunta(Tirupati)

(Cattle feed plant)

Period: Oct-2015 to Dec-2016

**Assistant Manager : Accounts & Administration**

**Accounts:**

Payment to sundry creditors

Payment of monthly expense bills

Processing and Payments of security contractor and labour contractor bills

Bank reconciliation statement

Raw material stock status daily and monthly to Head office

Finished stock dispatch status to Head office daily and monthly

Petty cash handling for routine payments

**Administration:**

**Hr activities:**

**Screening & shortlisting of aspirants**

**Salary negotiation**

**Final listwith comments to HO for consideration**

**Bio metric attendance to HO**

**Employee welfare activities**

Facility management

Office infrastucture support

House keeping

Follow up on delivery bills and processing for payments

Monitoring of security

Monitoring of AMC renewals

Payment of salaries to casual employees

Sending of biometric attendence of staff to HO.

Monitoring of attendence of casual employees

Maintenence of clean and tidy sorrounding the plant

Monitoring ofmaintenence of company vehicle

prepare annual estimates of expenditure, maintain budgetary and inventory controls and make recommendations to management

maintain of management information systems

supervise and coordinate activities of staff

administer salaries and determine leave entitlements

**Mahindra & Mahindra - Tractors division**

On Adecco India Ltd Rolls:Hyderabad/Tirupati

Period: Aug-2011 to Aug-2015

**Sr.Executive**: Commercial and Administration

Working on SAP- SD module:

Sales Order creation

Billing/Invoicing of tractors

Ledger accounting:

Dealer accounts reconcilation

Logistics supervision:

Dispatch of tractors to respective dealers

Making availability of required model of tractor to dealer

Preparation of sales statements:

Tractor (Model wise), Dealer wise statement, daily/monthly and yearly

Payment follow through territorry sakes managers and dealers

Processing of TA bills of Territory sales managers weekly

**Film Media Creations -** Hyderabad

(Production House)

Empaneled with APSFTVTDC/AP Film Chamber/PrasarBharathi{ DOOR DARSHAN/National Network}

Period:Sep 2007 to July 2011

**Sr.Executive**:Finance & Accounts and Administration

Accounts Receivables

Accounts Payables

Administrative&Hr Activities

**Veeramachaneni& Company**(CA firm)-Hyderabad

Period:August-2005 to July-2007

Accounts cum Audit assistant

Working on Accounting software andAudits

**CERTIFICATE COURSES**

Swift India Course from NIIT

Tally Accounting package from BDPS

Certificate course in Practical Accountancy from IPA institute Hyderabad

**PERSONAL**

Address : Flat # 244b, Janapriya apartments, mohannagar, Kothapet, HYDERABAD-35

c/o V.Varadha Rajan, 8-103, Sannidhi street, Tiruchanur, Tirupati-517502

Place of Birth:Chennai

Date of Birth: 30th June 1979

Languages: Telugu, English, Hindi & Tamil

Fathers name:V.Chandramouli

Yours Faithfully

Balaji