

JAGANNATH.G.M

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EXPEIENCE

Sr. Manager Accounts - (Apr 2010 to Till Date)
[Kalyani Developers](#) Bangalore, India

Account Executive (July 2007 to March 2010)
[Les Concierges Services Pvt. Ltd](#) Bangalore, India

Accountant (Feb 2005 to June 2007)
[Sundararajan & Harish Chartered Accountants](#) Bangalore, India

Account Assistant (Sep 2002 to Oct 2004)
[JAYAM ENGINEERING COLLEGE](#) Dharmapuri (TN) India

Computer Operator [April 2001 to Sep 2002]
[UNIT TRUST OF INDIA](#) Dharmapuri (TN) India

EDUCATION

- Madras University
BCom – Bachelor of Commerce
- DISM: Diploma in Computer System Management
APTECH Computer Education Limited
- Technical Qualification:
SAP- FICO – SAP – ReFx, Tally9.2,

CERTIFICATIONS – SKILLS – INTERESTS

Successfully completed SAP- FICO – SAP – ReFx Implementation

Type writing English Junior

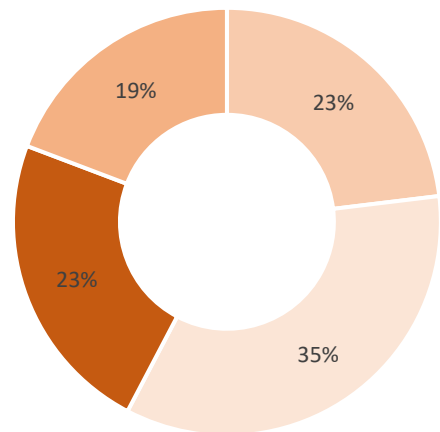
Operating Systems MS DOS, UNIX, WINDOWS and Oracle E-Business suite

MOST PROUD OF

With overall 15+ years of experience in accounts and audit field, started as Account Assistant and scaled to become Sr. Manager Accounts in Kalyani Developers. Successfully managing entire accounts team in department with strong Hold in accounting and audit. I am Managing and overseeing the daily operations of the accounting department. Monitoring and analyzing accounting data and produce financial reports or statements. Establishing and enforcing proper accounting methods, policies and principles

MY TIME

CAREER TIME LINE



- Managing and overseeing the daily operations
- Preparing financial reports or statements.
- General Admin & Grievance handling
- Projection, Planning & Reporting

EXPERIENCE

Responsibility in Kalyani Developers

- REFX (SAP)
 - Editing Contract, changing conditions
- Raising Tax Invoices (In SAP –REFX & Excel)
- FICO (SAP)
 - Validating the payment and receipt entries.
 - GL Postings.
 - BRS
- SD Module -BP creations, -Posting and raising invoices
- Payment follow-up with customer
- Verifying payment voucher
- Aging reports of Debtors & Creditors
- Accenting Receipts (SAP-Tally)
- Vendor, Customer Reconciliation
- Preparing Fund requirement statement
- Preparing GST/ Income Reports in SAP
- Filing of E-TDS & GST returns
- Managing govt. audit (service tax, Income Tax)
- Trial balance reviewing & Accounts finalizing
- Bank Transactions (fund management)
- Preparing documents for loan proposal.
- Supporting, training & mentoring the team members.
- Handling Petty cash

Additional responsibility

- **Handling Sales and promotional activity**
- **Taking care of Kalyan Mantap booking and accounts.**
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Responsibility in Les Concierges Services Pvt. Ltd Concern- Accounts Payable.

- Making vendor payments,
- Reviewing Trial Balance,
- Preparing MIS,
- Filing of Service Tax and E-TDS.
- Trial balance Review
- Vendor Reconciliation
- Bank Reconciliation
- Interacting with vendors.
- Preparation of Fund flow & Fund Requirement statement.
- Preparation of Business letter for Foreign Currencies.
- Handling of Audit queries to finalize the company's account.
- Preparing schedule to P&L, Balance sheet
- Maintaining of the Petty cash

Responsibility in Les Concierges Travel (India) Pvt. Ltd Concern

- Maintaining Collection Report SRF wise preparing.
- Maintaining BRS, MIS, filing of Service Tax, TDS.

Responsibility in Sundararajan & Harish Chartered Accountants Concern (as a audit assistant)

- Karnataka Bank monthly Concurrent audit (Minerva Circle Branch)
- Bank Reconciliation
- E-TDS Validation (worked for Mysore Paper Mills, Bhadravathi & Bangalore)
- Quarterly Audit at Madras Auto Service in Bangalore and reporting to Auditor.
- Accounting and auditing at Karnataka Automobiles (Mahindra Dealer), Bangalore.

Responsibility in Jayam College of Engineering & Technology

- Collection of student fees and follow-ups.
- Preparation of monthly reports to management and bank reports.
- Bank Reconciliation, Vendor Reconciliation and cash handling.

PROJECT DETAILS

Dealers Automation System

Role : Programmer

Team Size : 2

Software : FoxPro 2.6

Dealers Automation System entirely deals with Inventory control of Escorts companies. This application developed to make the manual job of calculations and maintaining account details to a computerized way. It helps to analyze the daily sales and overflow and inflow of money and also the part of the Inventory control is fulfilled in this project. This System is very useful for updating of new vehicles rates whenever it needs change.

PERSONAL PROFILE

Marital Status : Unmarried

Gender : Male

Languages known : English, Kannada, Tamil.

Permanent Address : 22-a, Bazaar street Dharmapuri – 636701, TN.

(JAGANNATH.G.M)