**Viyyapu Naveen Kumar**

[viyyapunaveenkumar@gmail.com](mailto:viyyapunaveenkumar@gmail.com)

SKYPE: 9963266556

**CAREER OBJECTIVE:**

To participate as a team member in a dynamic work environment focused on promoting business growth by providing superior value and service.

**ACADEMIC DETAILS:**

* MBA (Finance & Marketing) with aggregate of 85% from Jawaharlal Nehru Technological University Kakinada.
* CA (PE-1) with aggregate of 50% from Institute of Chartered Accountants of India.
* B.Com (General) with aggregate of 57% from Acharya Nagarjuna University.
* Intermediate (M.E.C) with aggregate of 78% from Board of Intermediate Education.
* SSC with aggregate of 68% from Secondary School of Education.

**WORK EXPERIENCE:**

Worked as Process Developer in GENPACT hyderabad from 07/09/2013 to 08/12/2016 in Accounts payable Invoice Process.

Worked as senior process developer in Sysinsoft Solutions from 19/12/2016 to 20/08/2019 in Accounts Payable Invoice Process.

Worked as Senior Officer in Chartered Accountant Firm (Agarwal & Dhandania) in Government Projects of APDRP and APDMP (Internal Audit) from 03/09/2019 to 20/06/2020

Currently working in Peoples Mutually Aided Cooperative Credit Society Ltd as aMIS Executive.

**ROLE:**

* Preparation of Financial statements.
* Preparation of Expenditure Analysis.
* Preparation of Income Analysis.
* TDS Payments.
* Loan Closings.
* Deposit Closings.
* Providing Interest Paid Certificates to Customers.
* Interest Calculations for Business Loans.
* Preparation of Reports.
* Commissions Calculations for Agents and Staff.
* Daily Interest Run for FD's.
* Interest Accruals Calculations for Daily, Monthly and Fixed Deposits.
* Maintaining Minutes and Cheques.

**CA Articleship in Durgarao & Co (Audit firm from 15/02/2007 to 14/08/2010).**

**ROLE:**

1. Vouching of expenses with their respective invoices.
2. Verification of Financial statements.
3. Preparation of BRS.
4. Filing of Income Tax returns.
5. Physical verification of Assets.
6. Depreciation calculations.

**FIELD OF INTERESTS:**

* Accounting.
* Finance.

**SKILLS:**

* MS Office.
* Oracle JD Edwards ERP.
* Tally ERP 9.
* Windows OS.

**ACHIEVEMENTS:**

* Genpact Honored by Two Individual Performer Awards.
* Received Two Client Star Awards.

**STRENGTHS:**

* Hard Work, Work Dedication and Patience.

**HOBBIES:**

* Playing cricket, chess, caroms, watching cricket, Tennis and News.

**PERSONAL DETAILS :**

Father’s Name : V. Nageswarao

Date of Birth : 04-12-1985

Gender : Male

Religion : Hindu

Nationality : Indian

Marital Status : Married

Languages Known : English & Telugu

Address : 24-29-222/7,

Sai Baba Street,

Gulabi Thota,

Vijayawada,

520003.

Mobile Number : 9963266556

9398514325

**DECLARATION:**

I hereby declare that the above mentioned details are true to the best of my knowledge.

Date: 10/11/2020.

Place: Vijayawada.