**NAME:** P.VenkatSaiKumar

**PHONE NO:** 8977266967 ~ **E-MAIL:** [vnktskmr205@gamil.com](mailto:vnktskmr205@gamil.com)

**PROFILE SUMMARY:**

* A hardworking and dynamic individual with strong interpersonal skills; ability to handle pressure adhering to strict deadlines.
* Worked as an Incharge cum Jr. Accountant for 10 months at Galaxy Enterprises (Philips Lighting).
* M.Com (Finance) in 2020 at Sri Venkateswara University Distance Education, Tirupati.
* Worked as an Billing Executive for 2 years at Sri Balaji Digitals (Samsung Consumer Electronics).
* Articled Clerk for 3 years at PMR Associates., in Preparation, Finalization of Books of Accounts & Income Tax Filling.

**WORK EXPERIENCE:**

* Recording entries using accounting software (passing purchase, sale, payment & receipt entries).
* Preparation of dealer’s wise, due date wise outstanding statements for collection purpose.
* Collection follow-up through phone.
* Balance confirmation to company with Bank reconciliation statements.
* Cross checking of physical stock with system updated stock.
* Drafting statements with excel by using focus and tally for purpose of financial accounting.
* Income tax returns filling for individuals, firms, company etc.,
* Worked on accounting software like Tally Erp.9 & Focus.
* Involved in financial accounting work in order to maintain a proper record.
* Preparation of Provisional, Projected Balance Sheet & Profit and Loss statements.

**COURSES TRAINED:**

* Certified Income Tax Practitioner Course at Henry Harvin Education.
* Certified GST Practitioner Course Trained at Henry Harvin Education.
* Trained in Information Technology & Orientation Course at ICAI.
* Computer Course Trained in DCA at CSC & PGDCA at PACE Computer Education.

**KNOWLEDGE PURVIEW:**

GST Returns Filing Posting Entries in Tally

Tax Auditing Individual Returns Filing & TDS

Payroll in Tally Bank reconciliation of Books of Accounts

**SKILLS:**

Windows XP, 7, 10 DBMS

MS Word, Excel & Power point Tally ERP.9, Prime & Focus

**SCHOLASTIC:**

* M.Com (Finance) in 2020 at Sri Venkateswara University Distance Education, Tirupati.
* B.com (Computer Application) in 2014 at Mother Theresa Degree College, Palamaner.
* Inter (10+2) in 2011 at Mother Theresa Degree College, Palamaner.
* Tenth (10th) in 2009 at Sri Saradha English Medium High School, Palamaner.

**PERSONAL DOSSIER:**

* Date of Birth: 11/09/1993
* Marital Status: Unmarried
* Nationality: Indian
* Language Proficiency: Telugu & English

Place: Tirupati (P.VenkatSaiKumar)

Date: 05/01/2021 Signature