**RESUME**

**Naresh Sriram**

Email: sriramnaresh84@gmail.com

Mobile No- +91 90927 80195

**Career Objective:**

To take up a position in a professionally challenging environment that allows me to utilize my skills to participate in the development of the organization and my career.

**Profile Summary:**

Around 7.10 years of hands on exposure in Accounts & Finance. Hands on experience in the areas of

* GST, TDS, EPF and ESI
* Tally ERP 9 and ERP Microsoft DynamicsAX2012
* Preparation of various MIS reports to Management
* Preparation of Budgets for events
* Invoicing and customer follow-ups
* Bank Reconciliation Statement
* Accounts Payable and Accounts Receivable
* Vendor and Customers Reconciliation
* Petty Cash Maintenance

**Work summary:**

* Working as Accounts Executive for **Confederation of Indian Industry (CII)**, Vijayawada,

Since **July 2013 to till date.**

* Worked as Accounts Assistant for **Visu Motors (Showroom)**, Chennai **Aug-2012 to July -2013**

**Professional Experience:**

**Confederation of Indian Industry (CII)** through **Anusha Management Services Pvt Ltd** since past 6.10 Years from July 2013 till date

**Designation: Accounts Associate**

**Roles and Responsibilities:**

* Raising GST invoices and making payment of GST
* TDS Deduction and making payment to Department
* Preparing Payroll for staff
* Calculation of PF, ESI and adjusting Salary advance and TDS if any
* Providing various MIS reports to management like Cash Flow, Sales Analysis, Expenses Analysis, Business Events Profit Analysis etc.
* Budgeting the Events, Conferences and Exhibitions
* Preparation of Sales invoices and following up with customers
* Verifying Vendor Bills & Making payment as per company terms
* Every month-end circulating the outstanding statement to all the staff for payment follow-up
* Maintenance of day to day accounts in Microsoft Dynamics AX2012 and Tally ERP 9
* Handling Employees Expenses, verifying supporting documents and releasing payments
* Monthly Customer and Vendor Ledger Reconciliation, and Bank Reconciliation
* Reconciliation of Zonal MIS, Updating of Outstanding Statement and Financial reporting etc.
* Coordinate with Internal and External Audit

**Visu Motors -(Showroom), Chennai from Aug-2012 to July -2013**

**Designation: Accounts Assistant**

**Roles and Responsibilities:**

* Maintain Books of accounts and Inventory viz. Cash, Ledger, Purchase, Sales, Stock register
* Entering accounting entries for Purchase, Sales, Journal, Credit, Debit Note, Cash, Bank, Payable, Receivable, Salary, Provision, Expenses
* BRS- Day to Day Bank Reconciliation Statements
* Taking care of the Petty Cash and passing entries in ERP
* Checking monthly inventory and Physical Stocks
* Passing Journal Vouchers for monthly closing like, salaries and admin bills
* Providing information & Support to internal and Statutory Auditors

**Education Qualifications:**

* **B Com** from **CMJ University**, Year of Pass 2012
* **Higher Secondary Certificate** TN. Year of Pass 2004
* **10th** class from **Board of Secondary School** Leaving Certificate TN. Year of Pass 2002.

**Technical Skills:**

* Tally ERP 9
* ERP Microsoft DynamicsAX2012

**Strengths:**

* Quick learner
* Target oriented Work Schedules
* Self-confidence
* Strong Grasping ability
* Good Computer Knowledge
* Ability to work in teams

**Personal Details:**

* **Name** **:** Naresh S
* **Father’s Name** : Raghavalu Naidu S
* **Date of Birth :** 01 June1984
* **Sex :** Male
* **Languages Known :** English, Tamil, Telugu & Hindi
* **Marital Status :** Married
* **Alternate No :** +91 96189 65394
* **Present Address :** Athur(Village), Kaliyambakkam (post), Nindra (M), Chittoor (DT), Andhra Pradesh – 517 590

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