**CURRICULUM VITAE**

**AKURATHI NAGARAJU**

IDPL, 20-55, GIRI NAGAR,

Hyderabad.

**Email: akurathinagaraju@gmail.com.**

**Mobile:** 9908594639.

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| **Objective** |

To strive for excellence in the area of work undertaken with honesty, commitment and dedication to achieve a challenging position where my skill matters offering the opportunity for career advancement and professional growth.

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| **Academic Qualifications** |

* **Graduation :** B.SC from Nagarjuna University in, during the year2008.
* **Intermediate :** Intermediate from Board of Intermediate Education in 2004.
* **SSC :** P.N.R.Z.P.High School, Kaza, Movva Mandal, Krishna (Dist).

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| **Technical Skills** |

* M.S. Word, M.S. Exce.
* Tally 9.2 ERP9 accounting Software.

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| **Work Experience** |

* Working as a Accounts Manager and Sr.Executive-Marketing and Sr.Executive -Export and Import Documentation and in **M/s.Inavir Pharmatech Pvt.Ltd.**, Hyderabad from Sep-2013 to till date.
* Worked as an Executive – Accounts in **M/s. Hychem Laboratories Pvt. Ltd.** at Earragadda, Hyderabad from May 2009 to August 2013.
* Worked as an Accounts Assistant in **M/s. Sri Venkatadurga Precitech** at Shapur Nagar**,** Hyderabad from April, 2008 to April,2009.

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| **Job Profile** |

**Present Employer : M/s. INAVIR PHARMATECH PVT. LTD.**

**Working as Sr.Executive –Marketing & Export and Import documentation and Accountants**

**Mangarer.**

(Domestic **and Exports and - API’s & Intermediates**) **.**

Inavir Pharmatech Pvt.Ltd is a Hyderabad, India based global pharmaceutical Trading company focused on development, marketing of Active Pharmaceutical Ingredients (APIs), Intermediate.

**Accounts :-**

* + Preparation of GST Sales Invoice and Material Dispatch Documentation.
  + Preparation of GST Return required documents.
  + Preparation of GST R-1,GSTR-3 B, Returns submissions.
  + Preparation of GST way bills.
  + Preparation of GST FORM-9
  + Preparation of Accounting vouchers (Cash, Bank and Journal).
  + Preparation of Bank Reconciliation Statement.
  + Preparation of Monthly Bank Stock Statement.
  + Scrutiny of all ledger accounts, verification for correct and proper accounting of Bills, vouchers etc.
  + Preparation of all Debtors collection, Reconciliation & follow up.
  + Maintenance of Day-to-Day Accounting Voucher Data Entry in Tally.
  + Maintenance of Petty Cash.
  + Maintenance of Stock inward and outward Registers.
  + Preparation of VAT Audit and CST Audit documents and submission to Sales tax office .
  + Preparation of Advance Tax Challans for Quarterly.
  + Preparation of Purchase orders documentations.
  + Preparation of Professional tax returns and submissions.
  + Preparation of Local LC Discounting Documentation.
  + Preparation of Stock statement documentation.
  + Bank Reconciliation Statement Monthly and Yearly.
  + Preparation of Form-H and Form-C.

**Responsibilities Include: -**

* Submitting offers to the customers against their mail enquiries by quoting prices and follow up with the customers to get orders against submitted offer.
* Daily interactions with various customers and follow up on the status of current projects.
* Developing the new customers and promoting new Products in Domestic and Export Market.
* Follow up on the status of Approvals of samples provided for developmental quantities, current and future commercial quantities required.
* Daily interactions with various departments within the Organization to address various customer requirements and Customer clarifications.
* Meeting customers during their visits to the Company.

**Export and Import Documentation :-**

* + Preparation of Export Invoice and packing list.
  + Preparation of Export payment LC sight and Bank contracts Documentation.
  + Submission of Bank inward remittance documentation.
  + Submission of Bank outward payment documentation.
  + Preparation of Export & Import documentation and all export and import matters.
  + Handling with Logistic.
  + Tracking of Consignment till reaches to destination.
  + Sending Post Documents to customer after receipt of BL.
  + Liaison with Bank for negotiating of bank documents and Export Payments.
  + Direct Communication with overseas buyers through calls and emails.
  + Communicating & follow up with Logistic agencies for required documentation.  
    To maintain co-ordination between related department.
  + Duty Draw -back Scheme.
  + Preparation of Proof of Exports Submissions.
  + Preparation of Dispatch of sample courier documentations.

### Previous Experience :

M/s. HYCHEM LABORATORIES PVT.LTD worked as Executive – Accounts from Sep 2009 to Aug 2013

**Accounts :-**

* Maintenance of Day-to-Day Accounting Voucher Data Entry in Tally.
* Maintenance of Petty Cash.
* Maintenance of Stock inward and outward Registers.
* Preparation of Sales Invoice and Material Dispatch.
* Preparation of Monthly, Excise, VAT, CST returns.
* Bank Reconciliation Statement Monthly and Yearly.
* Preparing the journal, ledger book, cash book, Sales, Purchases.
* Preparation of Form-C.

# **M/s. SRI VENKATADURGA PRECITECH. – Accounts Assistant**

* Maintenance of Day-to-Day Accounting Voucher Data Entry in Tally.
* Maintenance of Petty Cash.
* Maintenance of Stock inward and outward Registers.
* Preparation of Sales Invoice and Material Dispatch
* Bank Reconciliation Statement Monthly and Yearly
* Preparation of Form-C

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| **Personal Details** |

**Father’s Name :** Akurathi Krishna Rao  
**Date of Birth :** 09.01.1987  
**Marital Status :** Married

**Nationality :** Indian  
**Languages known :** English and Telugu, Hindi.

**Temporary Address :** H.No. 20-55,

Giri Nagar, Mazeed Street, Near Gandhi Nagar,

Hyderabad-500037.

**Date:**

**Place: Hyderabad.**

**(A.NAGARAJU)**