



Resume

From:
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Sir,

I enclose herewith my complete Bio-data for consideration to the Accounts Manager, which suits to my qualifications and experience, for which act of kindness, I shall be ever grateful to you.

Career Objective

Seeking a dynamic and challenging career in a progressive firm offering the opportunity for contributing my skills and services to the organization and personnel growth.

JOB EXPERIENCE

I

Designation : Apprentice trainee
Organization : State Bank of Hyderabad 1 Year

II

Designation : Accounts Officer
Organization : People Combine Educational Initiatives Ltd 3 Years

III

Designation : Accounts Manager
Organization : Gladiator Investigation & Security Services Pvt Ltd 8 Years

MY ENTIRE JOB DESCRIPTION AS SHOWN BELOW

- Verification of Monthly Invoices
- Payment of Monthly Salaries
- Filing of GST Returns GSTR-1, GSTR-3B
- P F Monthly Returns and online payments
- E S I Monthly Returns and online payment
- Maintenance of all day to day transaction in Tally Accounting Software ERP 9
- Bank reconciliation
- Preparation of MIS reports
- Reconciliation of Sundry Debtors follow up the Receivables
- Reconciliation of Monthly Payables
- Coordination with Operation department and Marketing Department
- Liaison with Auditor and Lawyer and Service Tax ,PF , ESI, Labour Departments
- Finalization of final Accounts Profit and Loss account and Balance sheet
- Preparing an annual budget and scheduling expenditures
- Mobilization of Loans from NBFCS and Banks
- Preparation of and Submission of E Tenders various Govt Organizations
- Preparation of Quotations

Previously Worked in Accounts & Internal Audit Department of **People Combine Business Initiatives Ltd** in which my duties are as follows:

- Preparation of Heads with Coding for Expenditure and Revenue and Balance sheet items
- Verification of Trial Balance, Profit and loss account and Balance sheet.
- Verification of purchase Flow for Purchase of material at the time of Release of payment
- Reconcile of payables and Receivables
- Tds calculations
- Input and output vat calculations.
- Bank reconciliation
- Audit of all group companies like Education division ,infrastructure, hospitalities, etc.,
- Preparation of MIS reports.
- Focus implementation and training programme to present employees and new comers.
- Verification of Statutory Recoveries and payments.
- Budget allocation Branch wise and month wise
- Working on Tally Erp 9 simultaneously on focus package which is recently introduce in people combine Group
- Financial year end process finalization of accounts and Related documents and Schedules prepare and submit to the Auditors

I. EXPERIENCE AND NATURE OF JOB IN THE PREVIOUS ORGANISATION.

- Local Cheques receiving and entering in register.
- Attending to clearing house for clearing of cheques receivable and submitting of cheques received.
- Outstation cheques clearing in system.
- Voucher preparation for funds transfers

Educational Qualifications:

| | | | |
|--------------|----------------------------|-------------------|------------|
| B.com | Govt Degree college | Chodavaram | 52% |
| Inter | Govt Junior college | Chodavaram | 76% |
| S.S.C | Govt High school | Chodavaram | 48% |

Technical / Professional Qualifications:

- Tally Erp 9
- Focus 6
- M S Office
- S A P (FICO)

Personal Profile:

Name : Kalavalapalli Jagadeesh
Father Name : Narayana Rao
Date of Birth : 20th August, 1984.
Gender : Male
Marital Status : married
Languages Known : Telugu, English
Permanent Address : Gowripatnam Chodavarama (M.D)
Visakhapatnam Dist 531036

Expected salary : as per your company norms

Total experience : 12 years

Thanking You Sir,

Yours faithfully

K. Jagadeesh
(K JAGADEESH) 06/09/2020

Place: Visakhapatnam

Date: 06.09.2020