

MANGU V V L NARASIMHA MURTHY

45-45-3
Akkayyapalem,
Visakhapatnam -530016
Telephone: (Mobile) 9346371366
Email: murthy_mangu@yahoo.co.in
murthymangu@rediffmail.com
murthymangu@gmail.com



I am having 22+ years of experience in preparation of accounts both manual and computerised, Bank liasioning and reconciliation, preparation of Final Accounts, Filing Tax returns, following up with Sales tax/Commercial tax etc.

Key Skills:

- Finalization of Accounts
- Ledger maintenance
- Bank Statement and reconciliation
- Filing tax returns&Liasion with Departments
- Pay roll processing
- Budget preparation and preparation Data analysis reports
- Office correspondence
- Front office assistance and customer coordination
- Liasioning with Government Departments for renewal of licences etc.,
- Tally ERP 9 & Quick Books Pro

Job Objective: Looking for an opportunity where my skills are fully utilised.

Total Years of Experience: 24+ years
Current Industry: Education
Current Functional Area: Accounting
Current Sub Functional Area: Accounts & Management
Current Location: Visakhapatnam, Andhra Pradesh, India
Current Salary: Rs.40,000/- p.m.

Location Preference: Anywhere in India (preferably south India)

Education

- B.Comwith from Andhra University. (1989) (I st Division)
- MBA (Finance) from Sri Krishnadevaraya University, Ananthapur under Distance Education. (2004) (2nd Division)

Other Qualification(s)/ Certification(s)/ Programme(s) Attended

- Diploma in Computer Applications from APTECH, Guntur.
- Typewriting (English) Lower Grade

Experience

May 2019 to till date
SreeVidyanikethan Engineering college, Tirupathi
Senior Accountant
Accounts, TDS, EPF, ESI, Reconciliation of accounts, Finalization of Accounts Tally etc

April, 2014 to 30th April, 2019

Accounts officer at M/s.Delhi Public school, Visakhapatnam

Looking after all the accounting & administrative activities of the school.

April, 2012 to March, 2014

Sr. Executive with M/s.DeeconEngineers., Kakinada posting at Kakinaada

Roles &Responsibiities:

Incharge of all Accounts, Submission of periodical returns to Banks, Bank reconciliation, Finalization of Accounts, Vat returns, Liasioning with Departments, Office correspondence, Budget preparation etc.,

April, 2007 to April, 2012

Executive (F & A), with M/s.Vijaya Visakha Milk Producer's cooperative society Ltd., (Visakha Dairy)

Visakhapatnam with Head Quarters at KAKINADA

Roles and Responsibilities:

- Maintaining Sales Accounts,
- Bank reconciliation,
- Preparation of P & L and R & P Accounts,
- Office Correspondence.
- Passing of bills for payment
- Preparing and providing defaulters lists and providing the same to Sales department.

January, 1997 to April, 2007

M/s. SRI VASAVI POLYMERS (P) LTD.,VISAKHAPATNAM.

Roles and Responsibilities:

- Maintaining of accounts (both manual and computerised),
- Filing sales Tax returns, Receivables, Sales, Bank account maintenance
- Office Correspondence and
- Preparation of Final Accounts.

January 1996 - December 1996 at M/s. SARAVANA CREDIT & INVESTMENTS,VISAKHAPATNAM.

Roles and Responsibilities:

- Preparing daily transactions and sending report to Head Office
- Bankliasoning and reconciliation
- Office correspondence and
- Providing front office assistance.

March 1992 - November 1995 at AP Health & Medical Housing and Infrastructure Development Corporation, Visakhpatnam Division

Roles and Responsibilities:

- Preparation of Accounts
- Preparation of cost estimates,bank statements
- Preparation of Tender Schedules and
- General Office correspondence

Personal Details

Marital Status : Married
Date of Birth : 13th June, 1969.

(M V V L NaraimhaMurthy)