**NARAYANA RAO. BURADA 4-35, Madduvalasa, Vangara,**

PGDM, B.Com (C) Srikakulam, AP-532122

 +91-8985626247

 Narayanagana89@gmail.com

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| Career Objective |
| To deliver more than expected through dedicated efforts to achieve organizational goals and in that process seek personal development and career growth. |

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| Organizational Experience |

**OPPO MOBLES TELANGANA PVT. LTD. Aug, 2017 – Till Now Financial Executive - (F&A)**

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| **Accounting And** **Review /Taxation** | * Ensuring monthly closure of transactions, Prepaid expenses, Bank Reconciliations, General Ledger Review of Financial Statements
* Ensure all financial transactions are enter into Tally ERP and validate and approve transactions
* Managing Account Receivable & account payable
* Reconciliation of cash with bank & ledger accounts
* Preparation of Way bills with accuracy
* Sales & Sales Returns Entered into Tally
* Purchases & Purchases Returns Entered into Tally
* Statutory Compliance of TDS Payments
* Statutory Compliance of GST Payments
* Verification of Physical Stock with Actual, Involved in Stock Audit, timely submission to the top management with comments.
* Handled Project Accounting / Project payments with verification of Tax issues, payment terms etc.
* Maintaining Fixed Assets records, Agreements for Consultancy / Rent and other major expenses for clearing Tax Audit issues.
* Providing inputs for preparation of weekly/monthly/quarterly Cash Flows
* Coordinating for arranging funds with weekly and monthly time lines for major transactions.
* Preparing Treasury Report
* Maintains payroll information by collecting, calculating, and entering data. Salary processing.
* Preparation of MIS Reports on Timely Basis
* Stock Auditing.
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**TAZZO TECHNOLOGIES PVT. LTD.** Jun, 2016 – Aug, 2017 **Sr. Accountant - (F&A)**

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| **Accounting** | * Ensure all financial transactions are enter into Quick books and validate and approve transactions
* Ensuring monthly closure of transactions, Prepaid expenses, Bank Reconciliations, General Ledger Review of Financial Statements
* Managing Account Receivable & account payable
* Reconciliation of cash with bank & ledger accounts
* Calculation of – PF, Service Tax & TDS
* TDS Payments
* Preparation of MIS Reports on Timely Basis
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**SRI VENKATA SAI ENTERPRISES.** Jun, 2014 – March, 2016

**Accounting Executive - (F&A)**

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| **Accounting** | * Ensure all financial transactions are enter into Tally ERP and validate and approve transactions
* Managing Account Receivable & account payable
* Calculation of – PF, Service Tax,VAT & TDS

 * Maintenance of Petty cash
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| ***Professional qualification*** |
| PGDBM (Finance) | Apl, 2014 | 62.5% |
| B.Com  | Jun, 2011 | 54.0% |
| Inter | Mar, 2008 | 56.0% |
| SSC | Mar, 2006 | 62.0% |
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| ***Computer Proficiency*** |
| * Have working experience with the following software.
* **Tally (7.2, 9, ERP)**
* **Quick Books**
* Working knowledge of Microsoft Office Package **(Word, Excel, PowerPoint)**
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| **PERSONAL DETAILS** |

Date of Birth: 06th June 1991

Marital Status: Married

Languages Known: Telugu, Hindi and English

Hobbies : Listening Music, Playing Cricket.

Place : Shiva sai hostel, Near Krishna kranthi park,

 Yousfguda, Hyderabad

Date : Narayana Rao Burada