

## PROFILE - SIDDU RATHOD



S/o Baddu Rathod

#04 A1 Black Singhnayakanhalli  
Yeddyurappa nagar  
Yelahanka Bangalore -560064  
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**OBJECTIVE** Seeking a challenging and value adding position in the financial domain to Leverage on my Education which can also compliment my career growth.

### Professional Executive Summary/Accomplishments & Contributions

- Effectively **managed books of accounts** through timely entries in Tally.
- **Managed Cash & Bank Accounts through effective Reconciliations & Co-ordination.**
- Effectively **tracked Sales & purchases** of the organization through **effective communication**, ensuring on **timely billing**.
- Effectively managed **Accounts receivables and Accounts payables**.
- Calculation, deductions and deposit of TDS i.e. Salary, Contractors, Professional, Commission, Rent.
- Income tax return filling.
- Close liaison for statutory matter like **Professional Tax, E-TDS, and VAT and Service tax returns**.
- GST return filling, E way preparing for road permit.
- Issuing of Form 16A for TDS and Form C for VAT interstate purchases & preparing E-way for road permit.
- GST Calculation and GST returns filings.
- Processing of Full & Final settlement of retired /resigned employees.
- Maintaining statutory reports and inventory reports.
- Preparing Sales Invoice and submit to vendors.
- Statutory payments like e-TDS, Professional tax and Non-Statutory like third Party Recoveries, Salary Remittances.
- Capability of handling different **finance functions as a good team player**.

## Skill Base

- Proficient in Excel, Tally, Microsoft Office tools.
- Excellent communication and analytical
- Enthusiastic pro learner & posses have high execution capabilities.
- Internet Savvy.
- Smart working ability.
- Independently Handling Computerised accounts.
- Management reporting on accounting issues.

## Hobbies

- Reading
- Swimming
- Singing
- Playing

## - Professional Experience

**Sycon Infra Pvt Ltd**

**Present**

**Senior Executive Accounts-Reporting to Management –Account Executive from July 2014 to till date.**

- Routine **Accounting & Journal Entries** of the business concerns.
- Handle **Cash and Cash reconciliations** for all the projects spread across various locations.
- Bank Payment and **Bank Reconciliations** for all the accounts maintained by the company.
- Tracking purchase order by effective communication throughout the entire project site Offices.
- Effectively tracked **Sales & purchases** of the organization through effective communication, ensuring on timely billing.
- Effectively managed Accounts **receivables and Accounts payables**.
- Work with senior staff on effectively file monthly statutory reports like **Professional tax, eTDS and VAT, GST Returns**, Preparing 'C' form and **e-way bill**.
- Work with senior staff and management on need base **MIS reports**.
- Process accounts **payable cheques**.
- Preparing **Sales Invoice** and submit to vendors.
- Maintaining & preparing payment voucher.
- To prepare receipt & payment voucher – both Cash & Bank.
- Preparing project expense report.

## - Academic

- **Master in Commerce** from Karnataka State Open University (**Pursuing**)
- **Bachelor of Commerce** from Gulbarga University.

- **Personal Details**

**Full Name :** Siddu Rathod

**Father Name :** Baddu Rathod

**Date of Birth:** 15<sup>th</sup> January 1992

**Marital Status:** Un-Married

- **Declaration**

I hereby declare that all the facts and figures mentioned above are true to the best of my knowledge.

Date:

Place: Bangalore

**Siddu Rathod**