

CURRICULUM VITAE

MALLIKARJUNA REDDY. P



Address: #607, 2nd floor, hanumappa Rd,
Papaiah Reddy Lane, New Thippasandra
HAL 3rd Stage, Bangalore – 560 075.

Email: mallikarjunareddy.poosa@gmail.com

Mobile: + 91-97319 01818
+ 91-81054 91919

CAREER OBJECTIVE:

Seeking a creative, competitive, challenging and growth oriented career to optimally utilize & enhance my skills and to excel in it by hard work and determination and to be member of professionally managed organization which provides challenging opportunity.

Educational Qualification

➤ Degree

Name Of the Group : **B.Com**

Name of the College : Besent Theosophical College
Madanapalle, Chittoor (D),
Andhra Pradesh, India.

Year of Passing : April 2008

Technical Qualification : **P.G.D.C.A**
(P.G. Diploma in Computer Application)
(MS Office, HTML, DHTML,
Basics of VB Script and Java Script)

Computer Knowledge : **Tally ERP9**

➤ Intermediate

Name Of the Group : **C.E.C**

Name of the College : Besent Theosophical College
Madanapalle, Chittoor (D),
Andhra Pradesh, India.

➤ S.S.C

Name of the School : Z.P.High School
Madanapalle, Chittoor (D),
Andhra Pradesh, India.

Profile Summary:

Total I have 11years of experience covering areas of Companies Accounts/Finance, H.R & Admin roles, Mortgage & Personal Loans.

Looking for a suitable Job to my profile.

Current Work Experience

Employer's Name

: Freelance Consultant (Currently working as a consultant in Mortgage, Personal Loans, IT Returns, Accounts /Finance roles)

Period

: May-2018 to Till date

Last Employer's Name

**: M/s. Dutta & Kannan Architects Pvt Ltd.
And 7nos of Group Companies**
No.61, 2nd floor, 100ft road, Indiranagar, Bangalore- 560038.

Designation

: Accounts Manager

Period

: Jan-2011 to Apr-2018 (7+ years)

List of Detailed Roles handled:

1. **Day to day book keeping:** Accounts Payable, Accounts Receivable and control over payments coming into and going out of the companies. Preparing Bank Reconciliation Statements, Handling all day to day accounts matter & Banking transactions.
2. **Payroll:** Preparation of Monthly Salary Statements, Payment cheques & make sure necessary tax payments to be remitted. Handling the Petty Cash & track the advances / loans given to the employees.
3. Reconcile accounts payable transactions, track expenses process reports.
4. Advise management about on Tax pending payment issues, Co-ordinate with the concerned Govt. Tax Departments & resolve the issues.
5. Ensure that establishment complies with periodic tax payment, information reporting, and other taxing authority requirements.
6. Responsible for filling of monthly/quarterly return of GST, TDS, PT & etc.
7. Reviewing invoices, ensure that all invoices identified as priority for payments are paid on a timely consistent basis. Monitor accounts to make sure payments are up to date, Resolve invoice discrepancies issues.
8. Maintain Clients & Consultant files, respond to Clients & Consultants inquiries, Review requisitions for payment by checking the accuracy of all invoices and verifying all stages completed & claimed earlier.
9. Responsible for developing and maintaining relationships with all Companies Auditors & with their Employees to solve the accounting issues.
10. Co-ordinate with Auditors in finalizing the Balance Sheet and Profit and Loss Statement, Provide supporting documentation for audits.

Taken care of HR & Admin Roles as mentioned below:

11. Process paperwork for new employees, collect all necessary documents & enter employee information into the payroll system.
12. Issue Employees Appointment letters, Joining letters, Relieving letters & Experience Certificates.
13. Issue Trainees Acceptance letters, Joining letters & Completion Certificates.

14. Maintain employee files, answer employee queries related to payroll & paid leaves.
15. Verify attendance and calculate hours worked and make payment adjustments and post information onto designated records.
16. Keep a track of leave records of employees.

Company Profile

: **M/s. Dutta & Kanna Architects Pvt Ltd** (DKA) is a multi-disciplinary architectural & Interior design practice established in 1984 by SK Dutta. In 1999 the firm was renamed DKA with studios in Bangalore & Kolkata. The present design principal Indraneel Dutta is a Master's Degree holder from the University of Illinois at Chicago, School of Architecture and has extensive local, international professional and academic experience. Our holistic approach to Architecture includes full interior design & planning services. The practice has experience in designing private residences, apartments, commercial buildings, hospitals, interiors, aviation & mixed-use developments. Hybridarch is now a part of DKA, beginning May 2006. Hybridarch is a design laboratory, experimenting in architecture & product design through extensive use of 3D modeling & fabrication technology.

Group Companies

: 1. Dutta Kannan Architects 2. Dutta & Kannan Devlpr Vent Pvt Ltd
3. KRSNA 4. SIP Icewine Cocktails LLP
5. Amantara Resorts & SPA LLP 6. THE EMPRESS
7. Urban Farms & Villas LLP 8. Hillsborough County

Company Address

: #61, 2nd Floor, 100feet Road, Indiranagar, Blore-560 038

Employer's Name

: **M/s. Vachan Electricals Pvt. Ltd.,**

Designation

: **Accounts Executive**

Job Description:

* Maintaining books of accounts, Writing and Maintaining the Day Book And Ledger posting, Keeping up-to-date the Sales Register and the Purchase Register, Responsible for payments and maintaining the accounts with the vendors, Billing in excel format.

Period

: **May- 2008 to Dec- 2010** (2.5 years)

Company Profile

: **M/s. Vachan Electricals Private Limited (VEPL),**
ISO 9001:2008 company is a total turnkey electrical project execution organization founded in 1979 by Mr. K. J. Shetty (Managing Director). It has grown in size and stature ever since, thus making it one of the largest electrical contracting companies in Bangalore. Subsequently, the Company was incorporated as private limited in the year 2004. Today the organization stands having more than two decades of growth in the field of electrical project execution sector.

Company Address

: **#1670, 1st Floor, 9th main, HAL III Stage, Bangalore – 560 075**



Personal Details

Name of the candidate : **MALLIKARJUNA REDDY. P**
Date of Birth : 09 - 09 - 1985
Father's Name : Pedda Bayya Reddy. P
Nationality : Indian
Religion : Hindu
Sex : Male
Marital Status : Married
Languages Known : English, Telugu & Kannada
Phone : **+ 91-97319 01818, +91-81054 91919**

Hobbies:

- Playing Cricket
- Reading Spiritual Books
- Visiting New Places
- Listening Music

STRENGTHS:

- Flexible, Able to Respond to Rapid Changes
- Team Player, Willing to Share Information
- Good at Organizing and Planning My Schedule
- Good Listener and Fast Learner
- Focused and Hardworking
- Friendly Nature



Local Address

: Door No. 607, 2nd floor, hanumappa Rd
Papaiah reddy Lane, New Thippasandra
HAL 3rd Stage, Bangalore – 560 075.



Permanent Address

: Ponnutipallem (P &V),
Madanapalle (M),
Chittoor (D),
Andhra Pradesh, India.



E- Mail Address

: mallikarjunareddy.poosa@gmail.com



DECLARATION

The above information provided is correct to the best of my knowledge and I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and try to live up to your expectations.

Thanking you,

Place : Bangalore

Yours faithfully,

Date :

(MALLIKARJUNA REDDY. P)