

RESUME

D.K.SIVA KUMAR

Mail id: dk.sivadhoni@gmail.com

Cell : +919110327187

PROFILE

A challenging determined post-graduate (MBA) in Business application with good communication skill and ready to work both independently and a member of a team, utilizing the skills acquired during my course

CAREER OBJECTIVE

A career in a Business & financial area, that provides opportunities for personal and professional development as well as to contribute to the organizations effectiveness in order to take the company to the top position where ever I work

WORKING EXPERIENCE

Work Place: Hatsun Agro Product Ltd

Designation: Deputy Officer - Accounts

Duration: June 2018 to Till

Job Profile:

- Managed the reconciliation of 20 Bank accounts and Invoice booking.
- Performed Accounts Payable (Payment) reconciliation by means of identifying, analyzing and correcting transaction to position breaks.
- Prepared invoices, sales and revenue reports.
- Maintaining of day to day banking functions, Book Keeping, including Bank Reconciliation Statement.
- Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers.
- Resolved reconciliation discrepancies in a timely manner.
- Cash Entries , Receipt Entries, Payment Entries, NEFT Return Entries and Rejection Entries passed and Identifying on SAP.
- Govt Online Payment, Custom Duties, Plant Quarentation, Water and Air Pollution Control Board Payment through online making payment.
- Preparation of Working for Statutory Compliances (GST Filing) as per Rate.

- Completion of Monthly Journals Entries such as expenses provisions.
- Preparing Goods Receipt Note in SAP.
- Preparing Aging List and Payment Run and Making a payment to vendors.
- Preparing Cheques & RTGS/NEFT letters for day to day bank payments.
- Analyzing the issue invoices, resolving the same and making payment.
- Rectification, reversal and rebooking of entries in case of errors before the payment run.
- Coordinating with Plant Accounts and Maintenance dept. to clear invoice and payment related issues queries through Email or Call.

WORKING EXPERIENCE

Work Place: Handiman Services Ltd

Designation: Finance Executive

Duration: Oct 2017 to May 2018

Job Profile:

- Working with Oracle NetSuite to maintain all company related document (Income and Expenditure, Receivable and payable)
- Prepared invoices, sales and revenue reports
- Completion of Monthly expenses provisions.
- Responsible for collecting funds from debtors.
- Maintaining of day to day banking functions, Book Keeping, including Bank Reconciliation Statement
- Completion of Monthly Journals Entries such as expenses provisions.
- Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers.
- Completion of Monthly Vendors payments provisions.
- Preparation of Working for Statutory Compliances (GST Filing) as per Rate.
- Passing Journal Vouchers in Tally & Netsuite.
- Preparing Cheques & RTGS/NEFT letters for day to day bank payments.
- Verification of Vendor invoice.
- Processing of Supplier Payments checked with PO terms checking with previous advance and process in timely.

WORKING EXPERIENCE

Work Place: Indhra Engineering & Spares

Designation: Sr.Accountant

Duration: Feb 2014 to Oct 2017

Job Profile:

- Working with Tally ERP 9.0 to maintain all company related document (Income and Expenditure, Receivable and payable).
- Prepared invoices, sales, Excise Invoice and revenue reports.
- Completion of Monthly Journals Entries such as expenses provisions.
- Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers.
- Responsible for collecting funds from debtors.
- Raising Purchase Orders.
- Follow up with customers for payments .Issuing Invoice and Delivery Order.
- Maintaining of day to day banking functions, Book Keeping, including Bank Reconciliation Statement.
- Assisting in Auditing and Preparing Profit & Loss a/c and Balance Sheet Statement.
- Maintenance of Debtors & Creditors Ledgers for keeping them at a day.
- Preparation of Working for Statutory Compliances (GST Filing) as per Rate.
- Preparation of Monthly Stock Statement of Bank.

ACADEMIC QUALIFICATIONS

MBA Seshachala Institute of Technology, Puttur **2012** JNT University, Anantapur With 78%
Major Specialization - Finance Management.
Minor Specialization - Marketing Management.

B.Com Himaja Degree college, Puttur **2010** S.V University Tirupati With 64%.

C.E.C Sai Jyothi jr.college, Puttur **2007** Board of Intermediate Education With 51%.

S.S.C Jnana Jyothi Vidya Mandir school, Puttur **2005** With 50%.

TECHNICAL SKILLS

Office Suite : SAP(FICO)7.0, Oracle (Netsuite), Tally 9.0 Version, Microsoft office.

PROJECT DETAILS

Project Name : **A Study on freight cost optimization,**
Client : **AMAR RAJA BATTERIES LTD**
Duration : 2 months.

AREA OF INTEREST

Application of Finance

STRENGTHS

- Good communication skills
- Strong analytical, problem solving skills.
- Quick learner with the ability to grasp new technologies with ease.
- Ability to work well in both a team environment and individual environment.
- Positive attitude with a great deal of patience

PERSONAL DETAILS

Name : D.K. Siva Kumar
Father : D.S. Krishnan
Address : D.No.21-75,
Dasarigunta Street,
Puttur,
Chittoor District,
Andhra Pradesh - 517583
Date of Birth : 11-07-1990
Gender : Male
Languages : English, Tamil &Telugu
Nation : Indian-Hindu

DECLARATION

I hereby declare that the all information furnished herein are true and correct to the best my knowledge and belief.

Date:

Yours faithfully,

Place:

(D.K. Siva Kumar)