

Resume



D.Anandamu.

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Objective:

To prove myself dedicated, worthy and energetic in an organization that gives me scope to apply my knowledge and skills to update myself with the latest trends and technology, which dynamically works towards success and growth of the organization

Educational Profile

	University/Board	Year of Pass	Aggregate Percentage
Post Graduation (MBA)	AVANTHI GROUP OF INSTITUTIONS(HYD)	2010-2012	79%
Graduation (B.com) cap	Kakatiya University	2010	71%
10+2 (Intermediate)	Indo German Saws College	2007	73%
SSC	ZPHS	2005	80%

Technical Exposure:

Operating Systems : Windows XP.Window 7,8,9,10
Packages : MS-Office (Ms-Excel,Word)
Applications : Tally ERP 9 & ERP.NEXT Accounting Application

STRENGTHS:

- 7 Years Comprehensive Experience in Accounts.
- Strong understanding of accountancy, and book-keeping.
- Efficient hard working and goal oriented.
- Strong computer skills for data entry, excellent knowledge of advanced MS Excel, Tally and other financial software.
- Excellent written and verbal communication skills.

- Excellent ability to learn departmental operating procedures.
- Organized and able to deal with multiple workloads at the same time.

PROFESSIONAL EXPERIENCE:

**Accountant, and Sales manager,
Santoba Textiles company LLC ,Dubai,UAE
22 JULY 2012 to 12 August 2015**

**Senior Accountant
KAM Auditing LLC, DUBAI, UAE
22 August 2015 to 15 August 2017**

**Senior Accountant and Branch Manager
KAM Auditing LLC,Dubai,UAE
20 August 2017 to 20 May 2020**

- Maintain all accounts individually.
- Managing Data entry team for regular updation of inventory vouchers like sales invoices, Delivery note and Purchases invoices.
- Manage all accounts receivables and payables.
- Monitor and manage all financial activities of the company.
- Provide monthly reports on all financial activities.
- Monthly reconciliation with all bank accounts of the company Perform full set of accounts and ensure timely closing of accounts.
- Ensure accurate and timely monthly, quarterly and year end close.
- Regular communication with various suppliers and reconciliation of statement of Accounts to process timely payments
- Handling multi-currency transactions.
- Review all invoices for appropriate documentation and approval prior to payment.
- Preparing of journal Vouchers.
- VAT calculation for the both sales (OUTPUT TAX) and purchases (INPUT TAX) and classification of input vat and output data.
- As per FTA regulations online filing of VAT Returns filed and payment of tax amount.
- Maintaining individually both Intercompany Accounts as per company requirements.

Roles & Responsibilities :

- Preparation of Final accounts from Trial balance.
- Preparing Statement of Cash flow.
- Vouching and verifying Sales and Purchase register.
- Verifying the invoice from suppliers and verify payments with their ageing.
- Manage all Accounts receivables & payables, Advance and Retentions.
- Maintenance of petty cash register and keep record of all supporting.
- Verification of handling cash and Bank transactions.
- Verification of Provisions made for Sundry Debtors, calculate End of Service benefits of staff (Leave Salary and Gratuity).
- Identifying if and where processes are not working as they should and advising on changes to be made.
- Coordinate the activities with the staff and the senior auditor concerned

Roles & Responsibilities :

- Assisting the Finance Manager in tasks related to accounting.
- Manage all accounts receivables and payables
- Monthly payments to all Suppliers.
- Reconciling of petty cash expenses .

- Coordinating with the Sales team and assisting them in collection of outstanding customer accounts.
- Preparation of Bank Reconciliation statement.
- Preparing Journal Vouchers
- Filing all Vouchers, receipts and other related documents.
- All other activities related to Accounts Department.

Hobbies:

- Net Surfing.
- Listening to MUSIC.
- Traveling.

Achievements:

- Topper in SSC (Secondary School of Certificate).
- I am the College Second Topper in MBA 1st Year.

Personal Details:

Permanent Address : Dubbaka Anandamu.
S/o: Sri. Ellaiah,
H No: 4-63 ,
Thippai pally,
Kodimal (M),
Karimnagar (DT),
PIN: 505501.
Telangana

Mobile : +917569 552 098
Languages Known : Telugu, English.Hindi
Father's Name : Sri. Ellaiah
Mother's Name : Smt. Lachavva
Date of Birth : 05/07/1990
Sex : male
Marital Status : Married
Nationality : Indian

DECLARATION:

I hereby declare that the above information provided by me is true and correct

Place:

Date:

Dubbaka Anandam