**RESUME**

**M. Surendra Reddy e-mail:** [**suri.mba11@gmail.com**](mailto:suri.mba11@gmail.com)

**Mobile: +91-9701730126**

**Career Objective:**

To be an active participant in an esteemed organization where I can put forth my efforts and excel with the positive outlook of organizational growth and Self-development.

**Work Experience:**

* **Organization :** GVPR Engineers Ltd
* **Designation :** Sr.Executive (Finance & Accounts)
* **Job Location :** Hyderabad
* **Time Period :** 17-August-2011 to till date

**Role of Responsibility:**

**Brief working Summery preparing for the Management accounting information on periodically.**

* Handling day-to-day activities related Accounts
* Manage the Monthly, Quarterly and year-end close processes of Accounts Receivable & Accounts Payables including preparing reports, analyzing revenue and providing other ad hoc information requested by Management, Audit or other Departments.
* Effective communication with various Clients
* Collecting the data from other divisions
* Day to Day updating of entries in Tally
* Preparation of BRS Statements in Tally
* Preparing project Profit & Loss Account and Balance Sheet on periodical basis for Finalization of Accounts.
* Controlling payments to Vendors and Contractors.
* Preparing the receipts and expenditure accounts along with monthly Management Information system and passing the accounting entries.
* Verify the Suppliers bills and Sub Contractors bills and preparing the reconciliation statements.
* Stock statement reconciliations with Running Account Bills.
* Reconciliation of Suppliers Advances and Sub Contractors Advances.
* Review of Expenditure account details.

**Role of Responsibility in Taxation Matters.**

**GST(Goods and Service Tax):-** Implementation of GST in various unit level of the by taking Registration, preparing of Invoices, Input Tax Credit, Supply and Transition, Reverse Charge Mechanism under GST for Services, giving opinion on related query raised by the clients. Collecting all the information in relating subject matters of application.

**Filing of Returns and attending GST related issues:-**

* Implementation of GST in various unit level of the by taking Registration.
* GST Enrolment of all states migrating from VAT/Service Tax to GST.
* Filing of GST Tran-1 (Transitional ITC)
* GSTR-1: Verification of Output Tax on Services towards Client RA bills, Rental Income received during the period, verified with Bank statement and filled.
* GSTR-2A: Checking of Input Tax Credit on Purchase of material Invoice along with supporting documents and the same will be verified with GSTR2A data.
* GSTR-3B: Filing of GSTR-3B is combination of Output Taxes and Input Taxes.
* Reconciliation of GSTR-1 V/s GSTR-3B
* Reconciliation of GSTR-2A V/s GSTR-3B
* CMP-08: Filing of Returns under Composition Scheme.
* GSTR-7: Accepting and rejecting the Tax Deduction at Source and filing the TDS Return and getting Form GSTR-7A.
* GSTR-08: Accepting and rejecting the Tax Collection at Source and filing the TCS Return.
* GSTR-9: Preparing data for filing of GSTR-9.
* Attended various States(Central and State) Show Cause Notices/Summons and given clarification and replies along with supporting documents under GST Act.
* Filing of GST Returns of all states including Group Companies, Joint Ventures & Sole Proprietors.
* Filing of Transition Forms for claiming ITC from previous regime.
* Got GST TDS Refunds at various states.

**Old Regime of Indirect Taxes:**

* Preparation of VAT monthly Returns of Andhra Pradesh, Telangana, Karnataka, Maharashtra, Tamilanadu, Gujarat, Rajasthan, Madya Pradesh.
* Handling VAT Audits and Annual Assessments
* Maintain statutory forms like “C”, “E1” forms and E-Waybills etc.
* Preparation of workings for VAT Audit purpose
* Submission of Monthly, Half yearly, Annual Returns of VAT & PT
* Applying & getting C’forms in Commercial Tax Office
* Purchases and Sales are uploading in Saral VAT 100 software
* Submission of monthly Returns in online
* Look after filing of Tax Returns and Sales Tax matters

**Job Responsibilities in Accounting Matters:**

**Education Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Courses** | **Group** | **University / Board** | **Year of Passing** |
| P.G. | M.B.A (finance & marketing) | J.N.T.University | 2009-11 |
| Degree | B.com | S.V.University | 2006-09 |
| Inter | M.E.C | Board of Intermediate Education, A.P. | 2004-06 |
| S.S.C | S.S.C | Board of Secondary Education, A.P. | 2003-04 |

**Technical Skills:**

* Packages : MS-Office, Tally 9.0

**Extra-Curricular Activities:**

* Participated in PDP (Personality Development) Conducted in JNTU.
* Attended seminars conducted in JNTU.

**Personal Profile:**

Full Name : M. Surendra Reddy

Father’s Name : M. Nageswar Reddy

Permanent Address : Kogatam (V)

: Kamalapuram (M)

: Kadapa (Dist.) – AP – 516 289

Date of Birth : 10-July-1989

Gender : Male

Nationality : Indian

Languages Known : Telugu, English& Hindi

**Date:**

**Place:** Hyderabad **(**M. SURENDRA REDDY**)**