



SEENI SURENDRA REDDY

5-112, ROOM
NO.5, LAXMINILAYAM, SIVANAGAR, CHINTAL
HYDERABAD - 500055
Telangana

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About Me

Senior Accountant

Have 16+ years of experience in accounting with strong analytical skills. Work with integrity, accuracy, result-oriented and adaptable to work under various pressure situations with the ability to grasp the process quickly with strong pro-active communication skills.

Education

Bachelor of Commerce

ACHARYA NAGARJUNA UNIVERSITY
GUNTUR, Andhra Pradesh

Master of Business Administration, FINANCE

OSMANIA UNIVERSITY
HYDERABAD, Telangana

Work Experience

April 2003 - January 2011

ACCOUNTS EXECUTIVE

UNIVERSAL PESTOCHEM INDUSTRIES I PVT LTD
HYDERABAD, Telangana

- Making of monthly provisions like statutory & general payments.
 - Updating the Day Ledger and Sub-Ledger.
 - Reconciliation of Bank Reconciliation Statement (B R S).
 - Handling the cash and bank activities.
 - Preparation of Monthly Sales Tax Returns (VAT).
 - Passing the JV's related General & Special Transactions.
 - Issuing Debit Note to the Suppliers for Purchase Returns.
 - Ensure circulation of letters and balances to debtors and creditors for confirmation.
 - Preparations of Stock Positions Plant wise.
 - Reconciliation of Ledgers like A/c's Receivable and A/c's Payable.
 - Facilitation audit and respond to audit queries.
 - Invoice preparation and Debtor follow up.
 - Supplier and Buyer Quires (Email action).
 - Company Expenses Account & GL Accrual Report.
 - sales and purchase invoices
 - banking works
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February 2011 - Current

ACCOUNTS MANAGER

UNICHEM CROP SCIENCES

HYDERABAD, Telangana

- Handling the BRS
- Maintain the stock book
- Preparing the Vouchers
- Bills receivables and payable
- Dealing with customers for collections
- Sales and purchase entries
- Handling the bank transactions
- Preparation and filing of VAT and CST return on monthly basis ensure timely monthly payment of output VAT & CST
- Monthly bank stock statement preparation
- All Way bills preparation for VAT & CST & Advance CST & GST Waybills
- Excise monthly returns preparation
- Credit Notes & Debit Notes Preparation
- All discounts CD preparations
- Interest calculations & Debit note preparations
- All journal entries preparations
- C forms & F forms preparation
- Company branch transfers calculations A*B/C formulation monthly VAT filing for F Forms Transactions
- Preparation to Interest calculation and Business Loans maintains
- TDS Calculations
- Debtors & Creditors ageing reports preparation
- Book keeping and updating records on daily and weekly basis including ledgers
- Branch Transfers entries
- Fixed Assets Maintain Depreciation calculations
- All provisional Entries updating
- Purchase Orders preparations
- GSTR 3B preparation
- GSTR1 preparation
- Handling the business loans
- Month end and year end closings
- Accounts finalization submit to auditors
 - Dealing with the banks regarding working capital limit, Term loan, LC, Bank Guarantee, Monthly stock & Debtors Statement,
 - Ensuring proper and timely monthly closing of books of accounts
 - vendor and customer reconciliation
 - Follow up with the vendor for invoice payment and ledger reconciliation
 - verifying and accounting for statutory payments GST, TDS
 - statutory compliance IT, TDS, GST, PT
 - vendor payments and other disbursements
 - Audit assistance
 - Discussion and finalization of audit and accounts in coordination with statutory auditors
 - loan and day to day correspondence with banks
 - cross checked data between the physical documents and the system
 - monthly outstanding reports prepare
 - prepare cheques for payments
 - Reconciliation and solving problems of customers
 - GSTR2A reconciliation
 - Preparation of all books of accounts such as cash book, sales book. and purchase book & ledgers such as Debtors & Creditors ledgers
 - Verify the purchase orders & payments to creditors
 - To make provision for all expense

Skills

ERP Packages : SAP R/3 & ECC 6.0, EHP7, Tally ERP 9,
Operating System : Windows XP, Windows 10
Packages : Microsoft Office.

Computer Proficiency

Operating Systems

- WINDOWS

Software

- TALLY ERP 9, SAP FICO

Languages

- Telugu ●●●●
- English ●●●●
- Hindi ●●●●

Personal Interests

WATCHING TV,CRICKET,POLITICS,EDUCATION DEVELOPMENT

Personal Details

Father's Name:	Mr. S.LINGAREDDY GARU	Marital Status:	Single
Birthday:	May 15, 1975	Nationality:	India
Gender:	Male	Passport No.	L7456134, Expires 02/24/24

Address Details

5-112, ROOM NO.5, LAXMINILAYAM, SIVANAGAR, CHINTAL
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Declaration

I, SEENI SURENDRA REDDY, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



SEENI SURENDRA REDDY

HYDERABAD, Telangana
November 15, 2020

