

Pidugu Sri Ramakrishna

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Summary

Professional Accountant with 20 years of experience with accounts receivable and payable. Detail oriented book keeping expert with extensive experience of applying financial and managerial accounting practices including finalization of balance sheet and P& L accounts, Ledger scrutinizing, financial statement audits, reviews, full disclosure compilations. At present working as Accounts Manager in **KRISHNA BUILDER**. Dwarka Delhi. From 2015 Aug.

Skill Highlighting

- Bookkeeping
- Cash-flow report generation
- Budget development
- Accounting systems assessment
- Financial reporting
- Public and private accounting
- Income statement certified audits
- Individual tax returns
- Cost accounting
- General and tax accounting
- Import and export accounting

Objective

To have a challenging & progressive career in Finance, use my potential to achieve the desired output for the organizational goals and achieve personal growth.

Core Accomplishment

Accounts Payable/Receivable

- Reconciliation of Accounts payable /Accounts Receivable
- Communication with customers and scrutinizing ledgers.

Expense Control

- Address and resolve no-routine, complex and unexpected expenses
- Provide reliable and timely project by project expense, capitalization, and spend data for all departments

Tax Preparation

- Prepared corporate, partnership, personal and foundation tax returns (ITR-5, ITR6, using tax program)
- Skilled with all types of entities including C corp, S- Corp, partnership trusts, non-profits and individuals

Tax Return

- Performed tax methods applicable to business revenues and like-kind exchanges
- Prepared annual individual, corporate, trust estate, gift and partnership tax returns

Auditing

- Extensive experience with Financial Statements audit, reviews, compilations and audits for governmental organization.
- Conducted fieldwork audits in accordance with the firm methodology and AICPA

pronouncements for non-profits and construction companies
General Ledger Accounts

- Maintained accounts including cash, inventory, prepaid, fixed assets, accounts payable, accrued expenses and line of credit transactions

Professional Experience

Accounts Manager (May 2014 to 2015 Aug) Praxis Developers pvt Ltd , Gurgoan
Reporting to Director finance and BRS , up to finalization of B/S , P&L Account .
Tax filing , returns submit to Dept etc.

Officer, Internal Audit Department, Peacock Home Appliances Pvt Ltd
April 2013 to March 2014

Role: As an auditor responsible for controlling and **implementing Management policies** in organization.

- Computation of Service Tax, Vat returns Dvat 16, dvat20, service tax payments etc.
- Auditing of Invoices generated & Expenses incurred
- Computation of Customs&Central Excise Duties
- Administration of Production Department including material receipts, issues, stock Statements etc.
- Administration of Purchase Department including creditors reconciliation, verification of purchase documents, quotations etc.
- ROC related work, coordinate and communicate with other departments.
- Documentation for STPI, Bonding-17, De-bonding submission to DGFT (customs act 1962)
- Superviseaccounts receivables clerks, team of ten.

Accounts Officer SivaSwathi ConstructionsPvt. Ltd.
April2009 to March, 2013 (4 Years)

Role: As an accounts Manager responsible for **creating** and **managing** the **Financials statements** and related **book keeping** and documentation in the organization.

- Managed accounting operations, accounting close, account reporting and reconciliations.
- Supervisedaccounts receivables clerks, team of eight
- Performed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software.
- Compiled financial reports pertaining to cash receipts, expenditures and profit and loss.
- Performed complex general accounting functions, including preparation of journal entries, account analysis and balance-sheet reconciliations.
- Preparedaccurate financial statements at end of the quarter.

Assistant Registrar- Accounts Aurora Education Society
June 2005 to Feb 2009(3.6 years)

- Guide firm reconciliation, payroll, annualbonus, pension funds,
- Prepared annual reporting&management of investments.
- Review accountants book entries to ensure accuracy of G/L. Reviewed collection reports to determine the status of collection and the amounts of outstanding balances.
- Reconcile bank statements to client's books and prepare financial statements from client documents.

