**Resume**

**SUDARSANAM V**

**Mobile No:** +91-8121472468. **E-mail**:sudarsan1512@gmail.com

**PROFESSIONAL SYNOPSIS**

* An Energetic professional with an experience of 10years as a Accountant and Financial Officer.
* A quick learner with demonstrated abilities in execution of numerous projects for streamlining business processes of clients.
* A go-getter with a never-say-die attitude, can consistently manage a fair share of load and is always energetic, passionate, and focused to any assignments assigned.

**Academic Qualification**

* Post Graduation (M.Com) from Andhra University, Vijayawada.
* Graduation (B.Com) from Acharya Nagarjuna University, Vijayawada.
* Intermediate (CEC) from P.B. Siddartha Jr. College, Vijayawada.
* SSC from Poranki ZP High School, Vijayawada.

**Work Experiance**

* Working for **Dhanvanthari Surgicals**, as Accountant from 1st June 2014 to Till date.
* Worked for **Kanakaduraga Leasing and Finance** as a Recovery Officer from 1st Oct 2013 to 31st May 2014.
* Worked for **The** **KCP Limited (Cement Marketing Division)** as an Officer Accounts from 21st Oct 2008 to 16th Feb 2012
* Worked for **Manappuram Finance & Leasing Limited** as a Accountant Executive and Internal Auditor from 21st Oct 2008 to 16th Feb 2012.

**Project Details**

**1.Dhanvanthari Surgicals:**

***Responsibilities:***.

* GST Preparation and Filling, TDS Payments, Profession Tax Payments
* Day to day Banking transactions follow up
* Daily collection taken from marketing officers and Receipts Writing and System Entry
* MIS Reports preparation and handing over to superiors
* Monthly review meeting reports preparation
* Petty Cash Maintenance, Vouchers Preparation, Office Miscellaneous, Office up keeping expenses etc.
* Book Keeping
* Orders Booking, Payment Follow up
* Interact with dealers for orders and payments
* Office Maintenance etc

**2.The KCP Limited:**

***Responsibilities:***.

* Day to day Banking transactions follow up
* Daily collection taken from marketing officers and Receipts Writing and System Entry
* MIS Reports preparation and handing over to superiors
* Monthly review meeting reports preparation
* Petty Cash Maintenance, Vouchers Preparation, Office Miscellaneous, Office up keeping expenses etc.
* Book Keeping
* Orders Booking, Payment Follow up
* Interact with dealers for orders and payments
* Office Maintenance etc

**2. Manappuram Finance & Leasing Limited:**

***Responsibilities:***.

* Gold Pledging & Releasing Work
* Cash Book Maintenance
* Vouchers Preparation
* Bank Work (Cash Withdraw & Deposit)
* Bank Reconciliation
* Book Keeping
* Inventory Verification
* Gold Checking
* Ledgers Maintenance & Verification
* Branches Visit & Inspection
* Staff Verification

**Technical Proficiency**

Operating Systems **:** All versions of Windows XP.

Other Applications **:**  MS Office (Word, Excel, PowerPoint).

Accountant Package : Tally, Wings

**Personal Details**

Name : V. Sudarsanam

Father’s Name **:** V. Stanly Raju

Date of birth **:** 15-12-1982

Marital Status : Married

Languages Known **:** Telugu, English & Hindi

*I hereby declare that the above-mentioned information is correct and up to my knowledge. I bear the responsibility for the correctness of the above-mentioned particulars.*

**Place:** Hyderabad**,**

**Date: (V.Sudarsanam)**