**K. CHANDRA SEKHAR**

**Mobile: +91-9705438531 Email:kolusu.chandra@gmail.com**

**Career Objective:**

To take up a challenging career to utilize my skills and abilities for the organization’s prosperity and individual growth.

**BRIEF SUMMARY**

* Having **6.8 years** of experience in financial accounting
* Proficient in Reconciliation with Bank, GL accounts, Vendor.
* Knowledge on GL, AP & AR

**Work Experience:** Worked as an Accounts Executive in JAGATI PUBLICATIONS LTD (SAKSHI TELUGU DAILY) from Oct’2012 to Nov’17.

**Responsibilities: -**

* Preparation of Vouchers (Cash Receipts & Payments, Bank Receipts & Payments, Contra Vouchers and Journal Vouchers) etc.
* Maintenance of petty cash
* Preparation of bank reconciliation statement.
* Preparation of Management Information Systems (MIS) Reports.
* Transport operator’s monthly bills verification process for Payments
* Travel bills verification and process for payments
* Preparation of Daily Scroll, Cash Flow Statement and Daily Finance Report.
* Monthly Physical stock verification along with Internal auditor.
* Inter Branch Reconciliation

**Work Experience:** Worked as an accountant in GARIMA TRADERS PRIVATE LIMITED from Dec’17 to Jun’19.

**Responsibilities: -**

* Preparation of Sales & Purchase invoices
* Entering Accounts payable & receivable entry’s in Tally.ERP.9
* Entering Debit Notes for Purchase Commissions, Trade Discounts
* Entering Credit notes for Sales Returns
* Ledger reconciliation, Weekly BRS
* Party wise Outstanding bills verification and calculation of Overdue interest and Raising Debit Note
* Generation of GST E WAY BILL’S
* TDS & GST Entries

**Work Experience:** Worked as Sr. Executive in HKMC Foundation from June’19 to July’19

**Responsibilities: -**

* Worked as tally admin
* As a tally admin I am responsible for vendor creation, ledger creation, PO tracking GRN tracking issues resolving, etc…
* Accounts payable process (from PO generation to Vendor Payment)

**Work Experience:** Working as an Accounts Executive in TEMPUS LAW ASSOCIATES from Sep’19 to till date.

**Responsibilities: -**

* Ledger Reconciliation, AP & AR
* Preparation of Engagement Letters etc.
* TDS Reconciliation with clients
* Petty cash maintenance etc.

**Educational Qualifications:**

* Master of Business Administration in FINANCE & MARKETING from Nova P.G College, Acharya Nagrjuna University in 2011
* Bachelor of Commerce from P.B. Siddhartha College, Acharya Nagarjuna University in 2009.
* Board of Intermediate (C.E.C) from P.R.S.M.N Jr. College in 2006.
* Board of Secondary Education (S.S.C) from Z.P. High School in 2004.

**Technical skills:**

* Operating system : Windows XP
* Packages : MS-Office
* Computerized Account packages viz., Tally 9.0.
* Oracle financials 4C Plus.

**PERSONAL DETAILS:**

Name : Chandra sekhar K

Father’s Name : K. Varadha Raju

# Date of Birth : 15-06-1989

Sex : Male

Languages Known : English, & Telugu

Permanent Address : S/o K. Varadha Raju

 8-106, Thotlavalluru (Post &Md)

 Krishna District, -521 163

**DECELARATION**: ­­­­­­­­­­­­­­­­­­­­­­­­­.

I hereby declare that the above-mentioned information is true and to the best fit of my knowledge.

Date:

Place: (**CHANDRASEKHAR.K)**