**CURRICULUM VITAE**

**Mobile No: 8885583277**

**SATYANARAYANA K.V Email:**[**accts.satya@gmail.com**](mailto:accts.satya@gmail.com)

**Objective:**

To obtain a challenging position where I will be able to contribute my skills, knowledge and experience that will give me an opportunity to develop my career.

**Work Experience:**

* Working as an **Assistant Manager Accounts** in **Dazzle Sports Wear Pvt Ltd.**From: Jan-16 to till date.
* Worked as a **Senior** **Accounts Executive**in-L3 **M/s. Leiutis Pharmaceuticals Private Limited,** From: 02-Aug2013 to DEC-2015.
* Worked as an **Accountant** in **South India Cements Limited**

From March -2012 to July 2013.

* Worked as **Jr.Accountant** in **B. SEENAIAHA & COMPANY PROJECTS LIMITED.**

From February- 2007 to February- 2012

**SKILLS**

* Preparation of Sales Orders and Sales Invoice in Tally
* Preparation of daily and monthly Stock statements
* Preparation of monthly Production Report based on Sales
* Preparation of monthly Distributors Analysis based on Sales
* Preparation of Monthly Production Planning for next month Production
* Preparation of Bank Reconciliation Statement on daily basis
* Preparation of M.I.S. report Monthly.
* Analyzing of Debtors and Creditors outstanding on daily basis
* Preparation of Price Chart
* Preparation of monthly Executive Wise Target statements
* Debtors Outstanding follow up on daily basis
* Preparation of Purchase orders and Purchase Invoice in Tally
* Maintenance of Petty Cash
* Maintenance and update of all books of accounts like – Cash Book, Bank Book, Ledger Books, Accounts Receivable and Accounts Payable etc.

**Technical Skills:**

MS-Office : Well conversant with MS-Excel, Word, and PPT

Accounting Packages : Tally ERP Prime, Focus 4.5 and Wings 2000

**Educational Qualifications:**

* M.Com. from Acharaya Nagarjuna University, 2007.
* B.Com. from Acharaya Nagarjuna University, 2005.
* Intermediate M.Bi.P.C.from Medha Jr.College, Bapatla,2001.
* SSC from N. S Z. P. High School Cherukuru, 1997.

**PERSONAL PROFILE:**

Name : Satyanarayana K.V

Pass Port No : N0819926

Fathers Name : PoornanandaSastry. K

Date-of-Birth : 10-04-1982

Languages Known : English, Telugu, Hindi

Marital Status : Single

Contact Address : K.V.Satyanarayana

Flat No 203, Sai Krupa Apartment,

Vijayapuri Colony, Nagaram-500083

**Declaration**

I hereby declare that all the above-mentioned information is true to the best of knowledge

and belief.

**(K.V. SATYANARAYANA) Place: Hyderabad**