

## CURRICULUM VITAE

**SATYANARAYANA K.V**

**Mobile No: 8885583277**  
**Email: [accts.satya@gmail.com](mailto:accts.satya@gmail.com)**

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### **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:**

- ❖ Worked as a **Assistant Manager Accounts** in **Dazzle Sports Wear Pvt Ltd.**  
From: Jan-16 to Sept-21
- ❖ Worked as a **Senior Accounts Executive** in-L3 **M/s. Leutis Pharmaceuticals Private Limited**, From: 02-Aug2013 to DEC-2015.
- ❖ Worked as a **Accountant** in **South India Cements Limited**  
From March -2012 to July 2013.
- ❖ Worked as a **Jr.Accountant** in **B. SEENAIHA & 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.
- GST returns online filing.
- Preparation of Profit and loss account on monthly basis

- Preparation of Balance Sheet half yearly.

**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**