

CIRRICULAM VITAE



P.SHANKERAI AH
F.NO:405 BSNL
RESIDENCY,KOMPALLY (V)
Hyderabad-500014
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Objectives :

To hone my skills and contribute to the organization in a rewarding environment which promotes career growth and leads to personal development & professional satisfaction.

Academic Record :

- M.B.A
- M.Com (Perusing)
- B.Com. with first division
- Type writing English in Lower Grade.

Technical Skills :

- Accounting package : Focus & Tally.ERP9
- MS Office –2010.

Experience: Total Experience around 26 Years in Accounting and Finance

- **Presently associated with M/s. DAZZLE SPORTS WEAR PVT LTD.,**
(A Textile Sports Wear Manufacturing Unit) A. G. M Accounts & Finance
From June'2016 To 30 November'2020.

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Duties & Responsibilities Past & Present:

Finalization of Accounts Preparation of Trail Balance and P&L Account and Balance Sheet Schedules .

Attending Internal Audit and Statutory Audit & Tax Audit works

Attending Income Tax Scrutiny Assessments With Auditors

Attending ROC Workes with CS

Preparation of GST Monthly Returns : Filing of GSTR -3B, GSTR- 1 & Checking of GSTR-2

Preparation of Service Tax Monthly Payments Statements, Half-yearly Online Returns.

Preparation of TDS & TCS Monthly Payments Statements and Quarterly ETDS Returns.

Preparation of Online Central Excise Monthly ER1 Returns

Preparation of Monthly VAT 200 and CST Returns

Attending VAT Audit and CST Assessments

Monthly Ledger Scrutiny

Preparation of Monthly MIS report

Attending of Bank A/C Renewal of Working Capital (Cash Credit) Account

Checking of Monthly interest of CC, MTL A/C

Passing of All Vouchers, Purchase Bills .

Checking The all Bank Reconciliation Every Day in Tally .

Stock Statement Monthly (Selected Operational Data Statement for Bank).

Checking of Branch Accounts & Reconciliation Statements

Checking of Purchases and Sales Registers and checking of Debtors and Creditors Status. And reconciliations

Collection of Sales Tax Statutory forms from various parties and Issue of Sales Tax Statutory Forms, TDS Certificates Form 16A.

Consignment Stock Reconciliation Party accounts Sundry Debtors and Creditors Reconciliation.

Preparing Monthly Working Capital Statement (Projected)

Prepare of Accounts Monthly Receivables & Payble

Daily Reporting to MD Financial Position, Purchases, Sales ect

Past Experience:

Workedin: M/s. Sri Lakshmi Maruthi PVC Pipes Pvt. Ltd. As an Accounts Assistantfrom Sep'1993 to Aug'1994.

Workedin: M/s. Hindustan Agri Genetics Ltd. As an Accountant from Aug' 1994 to Jan' 1998.

Workedin: M/s. Rungta Irrigation Ltdisamanufacturerof HDPE, PVCpipes, LLDPEtube, Fountains, Sprinklersand Drip Irrigation System Asan Sr. Accountantfrom Jan'1998 to May'2006.

Worked in :M/s. Sri Ram Spinning Mills Ltd.,A Textile Cotton Yarn Manufacturing Unit Manager Accounts & Finance, From May'2006 To June'2016.

Personal Profile :

Date of Birth : 19-06-1968.

Sex : Male

Languages Known : Hindi, English & Telugu

Nationality : Indian

Marital status : Married

**Strengths : Self-Motivated, Hardworking,
Punctuality Positive Attitude**

(P. SHANKERIAH)