

## **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) Manager Accounts & Finance  
From June'2016 Till Date.

**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 Returns**

**Attending VAT Audit and CST Assessments**

**Monthly Ledger Scrutiny**

**Preparation of Monthly MIS report and Profit & Loss Account**

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

**Checking of Monthly interest of CC,MTL A/C**

***Passing of 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 Reconciliation.***

***Preparing Monthly Working Capital Statement (Projected)***

***Prepare of Accounts Monthly Receivables & Payble***

***Daily Reporting to MD Financial Position, Purchases, Sales***

**Past Experience:**

***Worked in: M/s. Sri Lakshmi Maruthi PVC Pipes Pvt. Ltd. As an Accounts Assistant from Sep'1993 to Aug'1994.***

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

***Worked in: M/s. Rungta Irrigation Ltd is a manufacturer of HDPE, PVC pipes, LLDPE tube, Fountains, Sprinklers and Drip Irrigation System As an Sr. Accountant from 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. SHANKERAI AH)**