

RESUME

P. SHYAM REDDY

Sri Raghavendra Residency,

NJR KLR Nagar, Phase-II, MedchalE mail ID-shyamreddy2012@gmail.com

MEDCHAL (Dist) – 501401.

Cell No.9603913191,8790000961.

CAREER OBJECTIVE:

To work in an organization which provides a platform and opportunities to build and develop new skills which would be beneficial both to the organization and myself.

ACADEMIC QUALIFICATION

Examination passed	Discipline	University	College Name and Year	Percentage
P.G/MBA	Finance	Jawaharlal Nehru Technological University, Hyderabad	Malla Reddy Institute of Management and Technology, HYD - 2013	70
P.G/M Com	Commerce	Osmania University, Hyderabad	Badruka College – HYD-2003	55
U.G/B.Com	Commerce	Osmania University, Hyderabad	Govt Arts & Science College, Kama Reddy-2001	72
Intermediate	C.E.C	Board of Intermediate Education	Govt Junior College, Domakonda - 1998	54
SSC		Board of Secondary Education	Triveni Public School, Domakonda - 1996	66

COMPUTER SKILLS:

- Fundamentals of Computers
- Ms-Office
- Indian Accounting Packages (Tally- ERP9.0, Wings, Focus)

JOB RESPONSIBILITIES:

Key Responsibilities in: Malla Reddy Group of Institutions-Central Office Accounts Dept.-Hyderabad.

- Book Keeping, Journal Entries as per Accounting standards & Accounting records.
- General Ledger Posting into books of Accounts & Recording of daily transactions.
- Verifying Invoices, Bills in terms of Taxation and Posting into ledgers.
- Experience in Petty Cash maintenance like vouchers verification.
- Knowledge on Trial balance, Trading Account, P&L Account, Balance Sheet.
- Knowledge on Cash flow statement and Funds flow Statement.
- Maintenance of Funds Positions on daily basis
- Knowledge on TDS.
- Knowledge on Form16.
- Knowledge on preparation of MIS.
- Funds Planning for Monthly EMI'S and making the same on time.
- Preparation & Verification of Online Paypro sheet.
- Processing of Salaries, ESI, PF, PT, TDS Every Month before Due date.
- Calculations of Salaried employees Tax. (Income tax Work)
- Preparation and issuing of Pay Slips & Form – 16.
- Participated in audit works (Provided data to auditors as requested and solved queries).
- Preparation and Maintenance of operational & Provisional Budget.
- Making payments to Vendors of location wise as per Budget allotted.
- Maintenance all accounts in Tally Package.
- Processing of payments.
- Issuing of Cheques and Preparation of BRS and Maintenance of files bank wise.
- Preparation of Purchase Orders.
- Making Vendor reconciliation.
- Preparation of Book debt statement.
- Worked for Inter companies (Hospitals, Medical Colleges and Schools) Parallel.
- Day to Day verification & Reconciliation of Inter Companies.
- Preparation of Final Accounts.
- Passing of BRS & Audit Closing Entries.
- Preparation of Reports, as required By Management.
- Accounting of Bank receipts bank wise (day to day)
- Maintenance of collection sheet.

WORK EXPERIENCE:

- Worked as an Accountant in **Mahindra & Mahindra Ltd Dealership** since 7.5.2006 to 31.05.2008.
- Working as a Senior Accountant in **Malla Reddy Group of Institutions-Central Office-Finance & Accounts Dept. (Educational Institutions), Maisammaguda, Dhulapally, Kompally, Secunderabad-500 014.** Since 10.06.2008 Till to date

HOBBIES

- **Listening to music**
- **Watching T V**
- **Reading Books**

PERSONAL PROFILE:

Name : PuttaShyam Reddy

Father Name : P.Raji Reddy

Date of Birth : 04.05.1978

Marital Status : Married

Religion : Hindu

Nationality : Indian

Languages Known : Telugu, English and Hindi.

Mailing Address : Flat No: 303, Plot No's: 15, 16 & 17, Sri Raghavendra Residency
NJR KLR Nagar, Phase-II, Medchal – 501401.

I request you to kindly give an opportunity to serve in your esteemed organization.

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

Thanking you Sir,

Place: Hyderabad.

Yours faithfully,

Date: 21-10-2021.

(P.SHYAM REDDY).