

RESUME

G.PUSHPANJULU

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Phone No. 9573071727

OBJECTIVES

To pursue a growth orient with progressive organization that can give a scope to apply my knowledge and skills, in tune with latest trends that dynamically, works towards the growth of organization.

WORK EXPERIENCE

1. Worked in "**Madanapalle Spinning Mills Ltd**", Madanapalle, CTM, Chittoor as "**Senior Accountant**". Manual and Computerized accounts for 2 year 8 Months from 01.06.2005 to 10.02.08.

2. Worked in **SIR VISHVESHWARAI AH INSTITUTE OF SCIENCE AND TECHNOLOGY**, MADANAPALLE, As "**Accountant Cum Cashier**". Manual and Computerized accounts for 1 ½ from 11.02.08 to 20.08.2009.

3. Worked in **JB WOMEN'S ENGINEERING COLLEGE**,TIRUPATI As "**Accountant Cum Cashier**". Manual and Computerized accounts 3 year from 21.08.2009 to 31.05.2013.

4. Worked in **RAFFLES PHARMACEUTICALS**, Gajulamandyam ,TIRUPATI As "**Senior Accountant** ". Manual and Computerized accounts 3 years from 01.06.2013 to 09-01-2017.

4. Working in **SANKALPA SUPER SPECIALITY HOSPITAL**, (A Unit of Sankalpa Health Care Tirupati Pvt Ltd) ,TIRUPATI As "**Manager Accounts** ". Manual and Computerized accounts 10 years from 10.01.2017 to till date.

ACADEMIC PROFILE

M.com., from, Sri Venkateswara University, Tirupati, Chittoor Dist.A.P.

TECHNICAL PROFILE

- Type writing – Lower in English
- Tally Software

SKILL SET

DCA,MS - Excel, Word, Tally Prime , Internet – Mail sending and downloading.

WORKING CAPABILITIES

- Book Keeping
- Preparation of computerized accounts with Tally ERP 9
- Preparation of Cashbook & Bankbook.
- Handling of Cash, General Ledger, Sales and Purchase Registers.
- Preparing the Journals for sales and purchases Invoices.
- Preparation of Daily transactions like payment, Receipt & Contra, Vouchers.
- Do all type of Bank formalities & dealings.
- Development of packages with daily Transactions.
- All P.F & P.T Formalities & Preparation of Monthly returns, Annual returns also.
- Preparation of TDS every Quarter.
- Preparation of Monthly “**GST** Returns and Annual Assessment .
- Bank Reconciliation Statement & All Bank Loans & Equipments Loans
- Receipt and Payment Statement ,Income & Expenditure A/c, Trading A/c, P&L A/c and Balance Sheet.
- Audit formalities of Trading and Non Trading .
- MIS Reports Preparation.
- ERP (Raw Materials, Invoice and Finance Accounts).
- Income Tax Returns.
- Preparation of Costing
- Pvt Ltd Incorporation Works

PERSONAL PROFILE

Name	: G. PUSHPANJULU
Father Name	: S/o G.Anjaneyulu
Language Known	: Telugu, English, Hindi.
Date of Birth & Age	: 06.06.1981 & 45 yrs
Present Address	: Door No. 22-10-410, Sri vari nagar, Koramenugunta, Tirupati. Chittoor Dist. A.P. Cell: 9573071727 ,
Experience	: 21 years.

Place:Tirupati

Yours Sincerely

Date :

(G. PUSHPANJULU)

