

CURRICULUM VITAE



Varagani Venkatrao

Accounts Executive

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Permanent Address: -

DR.No.4-29/a Ravela (Vill/Post)

Tadikonda Mandal -Guntur District Andhra Pradesh.-522018

CAREER OBJECTIVE:

➤ Aspirant a challenging and motivating position with an organization that provides ample opportunities to learn and contribute that enhances my career growth, where my knowledge will contribute effectively to the organization's growth.

SKILL SUMMARY:-

- Strong process skills.
- Ability to work in a team and meet strict deadlines through hard work.
- Self-confidence.
- Motivating.

KEY ACCOUNTS SKILLS:-

- Preparation of Bank Reconciliation statements, Cash and Bank Payments, Cash, Bank & Journal Vouchers entries, Payroll processing, Verification of bills, Verification of Sub-Contractors & PRW Bills, Verification of Supplier's Bills with rate analysis base, Preparation of Staff Claims & Administration Bills, etc., Accounts Payable & Accounts Receivable, Vendor Reconciliations, Verification of Store GRN'S, Preparation of TDS reports & GST Reports, VAT (Value added tax) Scrutiny of Trial Balance, Maintaining accounts by using ERP, MIS Reports

RESPONSIBILITIES:-

1. Comprehensive understanding of finance and accounting processes
2. Having good experience on ERP application
3. Bank Reconciliation
4. Maintaining Daybook
5. Preparing the Vouchers and Bills
6. Reconcile accounts and bank statements.
7. Handling monthly, quarterly and annual closings
8. Accounts payable & Receivables
9. Preparation of TDS reports & GST Reports
10. VAT (Value added tax)
11. Expense reports
12. Payroll processing
13. Recordkeeping & Admin tasks

14. Assist with month-end and year-end close processes, including journal entries and account reconciliation.
15. Maintain accurate and up-to-date financial records.
16. Assist with financial reporting, including balance sheets, income statements, and cash flow statements.
17. Collaborate with other departments to ensure efficient and effective operations.
18. Support the finance team with ad-hoc projects and tasks as required.
19. Comply with accounting standards and procedures.
20. Maintain records of business costs, such as labor and material
21. Perform administrative tasks as needed
22. Preparation of Financial and MIS Reports
23. Collaborate with auditors to facilitate internal and external audits, ensuring accuracy and transparency
24. Monitor and manage cash flow to ensure liquidity and financial stability.
25. Maintained copies of vouchers, invoices, or correspondence for files.
26. Performed daily cash management activities such as cash deposits and withdrawals.
27. Co-ordinate and follow up with vendors as and when required

PROFILE SUMMARY:-

- Having 2 years of experience in **AVYA GREEN TECHNOLOGIES PVT. LTD from Jan-2014 to Jan - 2016** as an Assistant Accounts
- Having 7 months of experience in **KARVY COMPUTERSHARE PVT. LTD from Oct 2016 to Apr 2017** as a Trainee (Mutual Funds)
- Having 3 years of experience in **NCC Limited from Nov 2017 to Feb 2021** at PMAY NTR Nagar Housing Project- GUDUR and Samruddhi Nagpur – Mumbai Expressway(NMSCEW)Project-PKG - 3
- Now working in **MEGHA ENGINEERING & INFRASTRUCTURE LIMITED** from Feb 2021 to till date.
- **Till now total experience 8 years above.**

Technical Skills:-

- Operating System : Windows
- Packages Known : MS Office
- Accounting Packages : Tally EPR 9
- ERP Package : ERP 5.15Ver (URCIMS), DMS Software

EDUCATIONAL QUALIFICATIONS:-

- Post-Graduation : Master of Finance & Marketing from Center for management Technology Approved by AICTE
- Graduation : Bachelor of Commerce from Chalapathi Degree College Guntur

WORK EXPERIENCE:-

A) Present Working Organization

- **Company** : - MEGHA ENGINEERING & INFRASTRUCTURES Limited
- **Month of Joining** :- Feb – 2021 to till date
- **Department** : - Finance & Accounts
- **Designation** : - Account Executive

- **Client** : - ONGC
- **Projects** : - ONGC 27 Drilling RIG + 20 Work Over Rig – Onshore Project

B) Previous Worked Organization

- **Company** : - NCC LIMITED.
- **Month Of Joining** : - Nov 2017 to Feb - 2021
- **Department** : - Finance & Accounts
- **Designation** : - Sr. Assistant Accountant
- **Client** : - MSRDC and APTIDCO
- **Projects** : - 1. PMAY NTR Nagar Housing Project- GUDUR.
2. Samruddhi Nagpur–Mumbai Expressway (NMSCEW) Project PKG-3

- **Company** : - KARVY COMPUTERSHARE PVT. LTD.
- **Month Of Joining** : - Oct – 2016 to Apr 2017
- **Designation** : - Trainee (Mutual Funds)

- **Company** : - AVYA GREEN TECHNOLOGIES PVT. LTD.
- **Month of Joining** : - Jan-2014 to Jan-2016
- **Designation** : - Assistant Accounts

PASSPORT DETAILS:

- **Passport No** : - X8358738
- **Place of Issue** : - 04/05/2023
- **Validity** : - 03/05/2033

PERSONAL DETAILS:

- **Father's Name** : - Varagani Venkateshwarlu
- **Date of Birth** : - 11th Jan 1991
- **Status** : - Married
- **Languages known** : - Telugu, English, & Hindi.
- **Religion** : - Hinduism
- **Hobbies** : - Traveling, Reading books, Cooking

DECLARATION:

I hereby declare that all the statements given by me are true and correct to the best of my knowledge and belief.

Place:

Date :

(Varagani Venkatrao)