**Resume**

**Vadloori Naveen Kumar** M.Com.

Current Position : **Audit Associate**

Email : navi.vadluri@gmail.com

Mob. : +91 99086 89811

Availability : 15 days

**Objective:**

Seeking full time career with an organization, which will permit me to use and contribute my abilities in company development and also to enhance my knowledge

**Experience:**

From Oct 2013 to Till Today

Company : M/s. M VARALAXMI&CO. (Practicing chartered Accountants)

Position : Audit Associate – Audit & Accounts

Location : Karimnagar

Audits:

Conducted concurrent audit in Union Bank of India, Jagtial Br. for the year 14-15, 15-16 and 17-18

Vouching of Daily transactions

Verification of KYC documents and loan documents

Collection of samples for testing

Verification of Cash at bank/ATM and cash equivalents

Verification and reporting on NPA and over dues

Finding revenue leakage on ROI, processing fee, demand drafts, penal interest, etc.

Reporting on Assets and Liabilities, Deposits and Advances

Reporting on audit findings, documentation and submitting to CA for further review

Accounts:

Rendering complete accounting services to the various clients

Preparation of trail balance sheet, final accounts and financials

Bank reconciliation and other general ledger reconciliation (supplier/customers accounts)

Valuation of stocks and generation MIS reports (receivables/payables and aging analysis)

GST data collection, recording, payment of taxes and filing of returns.

Providing depreciation and passing adjustment entries

**Education:**

2013 - Post-Graduationin Master of Commercefrom Satavahana University, Karimnagar

2011 - Graduation Bachelor of Commerce from Kakatiya University, Warangal

2006 - 10+2 in from Board of Intermediate, Hyderabad.

**TechnicalSkills:**

Non-web programming Languages : Tally ERP 9 and SAP (Finacle)

Application Packages : MS Office

Operating Systems : Windows

**LANGUAGES:**

English : Fluent

Hindi : Fluent

Telugu : Native

**SUMMARY:**

Date of birth : 08/12/1987

Father’s name : Anantha Chari

Address : Ramadugu (V & M), Karimnagar (Dist.)

Hobbies : Playing Cricket & Reading Books

Date:

Place: KARIMNAGAR V. NAVEENN