

**CURRICULUM VITAE**

**GANESH**

[**GANESH.337407@2freemail.com**](mailto:GANESH.337407@2freemail.com)

**OBJECTIVE:**

Seeking a position as an Accountant where extensive experience will be further developed and utilized.

**PERSONAL SKILLS:**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking

###### **EDUCATIONAL QUALIFICATION:**

* **Master's Degree in Business Administration (MBA)** completed in **2014** from Osmania University, Hyderabad in specializing in **Marketing & Finance.**
* **Bachelor of Science (Mathematical Science)** completed in **2008** from Sai Triveni Degree College affiliated to Osmania University.
* **Intermediate** completed in **2004** from Sri Venkateshwara Junior college affiliated to Board of Intermediate Education, Telangana.
* **Secondary school of certificate** completed in **2002** from Vignan High school, Arvapally, Nalgonda, Telangana.

**PROFESSIONAL EXPERIENCE:**

**KOLAN ENG. CONSTRUCTION PVT. LTD. (Assistant Accountant & Purchasing Officer)**

(SEP 2014 -MAY 2016)

* Managed accounts payable, accounts receivable, and payroll departments.
* Generated budgets and forecasts on a quarterly basis and presented to the management team.
* Reported on variances in quarterly costing reports.
* Managed payroll function for 140 employees.
* Monitored and recorded company expenses.
* Prepared annual company accounts and reports.
* Successfully maintained book keeping about store room stock positions.

**UPKAR INFRA PROJECT PVT. LTD. (Assistant Accountant cum Storekeeper)**

(SEP 2008 -AUG 2012)

* Maintained strong relationship with key contacts in existing accounts and present accounts.
* Performed accounts payable functions for construction expenses.
* Managed vendor accounts, generating weekly on demand cheques.
* Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
* Created budgets and forecasts for the management group. Purchased the vehicle and Machine Spare parts as require.
* Ensured compliance with accounting deadlines.
* Prepared company accounts and tax returns for audit.
* Coordinated monthly payroll functions for 200+ employees.
* Liaised good relation with bankers, insurers and solicitors regarding financial transactions.

**Computer/Software Exposure:**

* MS-Office, Computerized Financial Accounting (TALLY)
* Operating Systems : Ms Dos , Windows 98,2000,XP &Windows7,8&10

**PERSONAL INFORMATION:**

Date of birth : 18 July 1987

Linguistic Proficiency : English, Hindi and Telugu

Marital Status : Single

Sex : Male

Visa Status : Visit

Hobbies : Playing Cricket, Reading Books, Cooking.

**Declaration:**

I declare that the particulars furnished above are true to the best of knowledge and belief.