RESUME

**MADDALA**

**MADDALA.339883@2freemail.com**

**Objectives**

**Seeking to hold challenging positions for a dynamic firm , which gives Excellent opportunity for growth and use the best of my abilities for the Development of an organization .**

**Working Experience**

Working as a **“ Accounts Assistant ”** under Finance Department in “ **MVR Ifra Projects Private Limited ‘’**,

 Goa, from the year 18th,July 2016 to till date.

**Job Responsibilities:**

* Preparing Imprest Cash Statements and Posting
* Preparation of Vendor’s Statement
* Bills Verification ,Preparing Vouchers ,Issuing Payments through NEFT ,RTGS & Cheques and Posting the data in Tally
* Posting Sales & Purchases data in Tally
* Maintaining the Consolidated statements
* Recording the debit notes & Credit notes
* Maintaining the CWIP Statement

**Previous Experience**

Worked as a “**Accounts Assistant”** under Accounts Department in **“JP Industries**”, Bayyavaram, Kasimkota Mandal , during the year 09 th June,2014 to 12th July- 2016

**Job Responsibilities:**

* Maintain the Petty cash.
* Preparation of all Vouchers.
* Cash
* Bank
* Receipts
* Verification of Bills
* Posting Bills & Voucher entries in Tally & ERP.
* Processing the posted bills for payments through Cheques/NEFT/RTGS.
* Capitalising of Fixed Assets and updating the FAR register.
* Preparing Purchase Orders through ERP.
* Valuation of Closing Stock and conducting stock count at the end of the Month.
* Maintain Expenses Sheet Every Month.
* Preparation of monthly statements for Purchases &Sales
* Maintaining the CWIP Statement

 **Academic Profile:**

* **2014-2016 Master of commerce affiliated by Andhra university.**
* **2011 -2014 Bachelor of commerce affiliated by Andhra university.**
* **2009- 2011 Intermediate affiliated by board of intermediate .**
* **2008-2009 S.S.C affiliated by board of secondary education**

**Technical Skills**

 **Packages** :

* M**S-office**
* **Tally 9.4**
* **SAP FI-CO**
* **Internet skills**

**SAP (FICO Module) Knowledge:**

**Configuring for G / L: Defining:**

* Chart of Accounts, account group and general Ledger accounts for each company code.
* Retaining earnings accounts.
* Field status variant.
* Number range intervals for GL Documents.
* Tolerance Groups for Employees, customer / vendors and GL Tolerance Groups.
* Creating sample Documents, Hold Documents, Parking Documents, Recurring Documents.
* Posting of Reversal Documents-individual reversal: Mass reversals; Reversal of reversals; GL outgoing payments and GL incoming payments; interest calculation; balance interest calculation; Item interest calculation. Foreign currency posting.

**Accounts Payable:**

* Creation of vendor account groups, vendor masters, number ranges and assignment number ranges.
* Creation of accounts for special GL Transactions.
* Posting of Purchase invoices, advance receipt, clearing of outgoing and down payments.
* Posting of credit memo.
* Creation of Automatic payment program.

**Accounts Receivable:**

* Creation of customer accounts groups, Customer masters, number ranges and payment terms.
* Creation of accounts for special GL transactions.
* Post of sales invoice, advance receipt, clearing of incoming payments and down payments.
* Creation of payment terms postings.
* Clearing of down payments against customer invoices.

**Asset Accounting:**

* Creation chart of Deprecation, Account determination, main asset masters & sub – asset master, screen layout rules and number ranges.
* Defining of asset classes, deprecation keys and deprecation calculation methods.
* Acquisition, Retirement, transfers and scrapping of assets.

**Controlling:**

* Configuration of controlling area, number ranges for controlling Doc and versions.
* Creation of cost elements and Cost Centers: Cost Element groups and Cost Centre Groups

**Personality Traits**

* **Work dedication**
* **Result oriented**
* **Hard Working**

Areas of Interests

* Making new friends and communicating with new people.
* Playing Chess
* Playing cricket

Personal Details

* **Date Of Birth** **:** 12-07-1994
* **Gender**  **:** Male
* **Nationality**  **:** Indian
* **Marital Status** **:** Single
* **Languages Known** **:** Telugu & English