CURRICULUM VITAE

|  |  |  |
| --- | --- | --- |
| Applied Post for | : | Accounts Executive (F.C) |
| KRISHNA MYLAPALLI |  |  |
| S/o M. KAMESHWAR RAO,, |  |  |
| D.No.24-2-19, |  |  |
| Thomson Street, |  |  |
| Near Old Post Office, |  | Email: mpkrishna08@gmail.com |
| Visakhapatnam – 530 001. |  | Mobile: +91 8978626510 (Whats’app) |
| Andhra Pradesh. (India) |  | Mobile: +91 7989215294 |
|  |  |  |
| . |  |  |

CAREER OBJECTIVE

To obtain progressive career and be a part of organization where my skills are used up to the mark. Based on my qualifications will contribute my best efforts for the Organization.

EDUCATIONAL QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| Academic | Name of the institution | University/Board |
| Graduation | Mrs. A.V.N. College | Andhra University |
| B.Com. |
|  |  |
| Intermediate | Mrs. A.V.N. College | Intermediate Board |
| C.E.C |  |  |
| 10th | C.B.M. High School | S.S.C |

PASSPORT DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Passport No. | Date of Issue | Date of Expiry | Place of Issue |
| L8509484 | 21/04/2014 | 20/04/2024 | Visakhapatnam |

WORK EXPERIENCE IN INDIA

* Worked as an “Accountant Executive in M/s.“Ashomech Trading Centre, Visakhapatnam from 11-10-2011 to 30-05-2015.
* Working as an “Accounts Manager” in M/s. Shirdi Sai Shipping Pvt Ltd., Visakhapatnam from 01.03.216 to Still Continues...

WORK EXPERIENCE IN ABROAD

* Worked as an “Account Payable” (F.C) in Global Supply Centre Pty Ltd., Seychelles from 30.6.2015 to 06.02.2016.

ACCOUNTING SOFTWARES

* Tally ERP9
* Wisdom 9
* Remedy 9
* Logi-Sys

TECHNICAL SOFTWARE

* MS – Office (MS-Excel, MS-Word & MS-PowerPoint Etc..)
* Photoshop & Page Maker
* Internet
* Hardware

JOB PROFILE

* Internal checking Purchase Invoices and Sale Invoices with Customer order and Delivery Challan.
* Prepare Bank Reconciliation Daily & Monthly as per Bank Report.
* Maintain Sundry Creditors Ledger and Prepare Cheque or Online Payment as per approval.
* Maintain Petty Cash.
* Maintain Cheque Register Soft and Hard Copy.
* Prepared Prepaid Expenses Statement & Pass Journals (Like: Insurance Etc..)
* Maintenance of registers (Leave, Attendance, Wages registers, P.F & E.S.I) Challan Generated and online payment.
* Prepare monthly GST Report and Submitted to gst.gov.in for payment as per the date.
* Prepare Monthly Closing Stock Report.
* Maintain Stock Report Opening & Closing in Software day by day Reconciliation.
* Maintains various ledgers, Journals, registers and other fiscal records.
* Maintains Employee’s loans & salary advance statements.
* Prepare profit and loss statements. (Monthly Statement Next Month Before 06th).
* Prepare Balance Sheet Statement. (Monthly Statement Next Month Before 06th).

PERSONAL DETAILS

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| --- | --- | --- |
| Name | : | Krishna Mylapalli |
| Father’s name | : | KameswarA Rao |
| Date of birth | : | 16/06/1990 |
| Languages known | : | English, Hindi & Telugu. |
| Sex | : | Male |
| Marital status | : | Un- Married |
| Religion | : | Hindu |
| Nationality | : | Indian |
| Address | : | M. Krishna, |
|  |  | D.No: 24-2-19, Thomson Street, |
|  |  | Near Old Post Office, |
|  |  | Visakhapatnam – 530001 |
|  |  | Andhra Pradesh. (India) |

I request you to kindly give me an opportunity to serve your esteemed organization in capacity mentioned above and I would do it to utmost satisfaction of my seniors and the organization.

Thanking you in anticipation of an early favourable communication

Yours faithfully,

(KRISHNA MYLAPALLI)