**RAKESH**

[Rakesh.382242@2freemail.com](mailto:Rakesh.382242@2freemail.com)

**EXECUTIVE SNAPSHOT**

* An Accounting Professional with 7+ years of experience in Finance, Accounting, Cash Management & Procurement.
* In-depth Knowledge of accounting principles & book – Keeping.
* Comfortable in interacting with multiple levels of organization.
* Expertise in implementing systems with proven ability to achieve financial discipline and enhance the overall efficiency of the organization.

Aspiring towards Assignment in Finance & Accounts Department of a reputed organization.

**EDUCATIONAL QUALIFICATIONS:**

* Master of Computer Applications from Osmania University 2008, Hyderabad.
* Bachelor of Commerce from Osmania University 2005, Hyderabad.

**PERSONAL DETAILS:**

Date of Birth : 19.04.1984

Nationality : Indian

Marital Status : Unmarried.

Languages Known: English, Hindi and Telugu

**SOFTWARE EXPOSURE:**

MS Office, Tally, ERP 9

**PROFESSIONAL SUMMARY:**

**TELANGANA SOCIAL WELFARE RESIDENTIAL SCHOOL Nov 2016 to Mar 2018.**

**Junior Assistant.**

**Responsibilities:**

* Maintaining all the records regularly.
* Preparation of Diet bills & General bills monthly
* Preparation & updating of cash book Register and salaries book register.
* Preparation of ledger books monthly.
* Maintenance of all the Registers like Cheque register,Cash book register,salary registers.
* Preparation of MIS Reports and send it to Manager and Head office through mails.
* Preparation of Monthly professional tax returns and tds.
* All the monthly Diet consumptions are maintained in the T.S smess software.
* Maintaining all the student data in concerned society software.
* Maintaining all the record books of employees and sports registers.

**ASKM&Co. Jan 2015 to oct 2016:**

**Accounts Executive.**

**Responsibilities:**

* Updating Purchase bills into Tally.ERP9
* Preparation of Way Bills, C- form
* Preparation of VAT returns & Service tax returns
* Have knowledge on Reconciliations Prepared on Ledgers, financial statements.
* Maintenance of all the financial statements as per the data provided by the clients.
* Preparation of MIS Reports and send it to Manager and Corporate office through mails.
* Preparation of Monthly professional tax returns based on the data provided by the clients and companies.

**VASUDEVA REALTORS PVT Ltd. Jan-2013 to Nov-2014  
Purchase Coordinator /Accounts executive.**

**Responsibilities:**

* Preparation of Purchase orders & Sales orders.
* Correction of all Purchase Bills before entering in to our books manually, Tally Erp9.
* Preparation of bills relating to C-form &VAT.
* Preparation & Maintenance of Reports like Stock Report, Stock in-ward, Stock out-ward.
* Prepare and send notices to debtors for remittance of bills.
* Preparation of MIS Reports.
* Preparation of Weekly and Monthly payments for contractors.

**RAMKY INFRASTRUCTURE Ltd.** **Sep-2011 to Oct-2012**  
**Finance Assistant.**

**Responsibilities:**

* Make Entries for the financial transactions (Contractor/vendors bills)
* Documentation of inward and outward transactions.
* Preparation of sales and purchase reports and maintain record of sales / purchase returns recording the corresponding entries.
* Maintenance of Cashbook, Bank Book manually and in Tally as well.
* Preparation of Project staff salary records, Computation of Overhead costs.
* Prepare and send notices to debtors for remittance of bills.
* Preparation of Weekly and Monthly payments for contractors.
* Preparation of Debit, Credit notes entries.

**RELIANCE COMMUNICATIONS Ltd. Feb-2009 to Aug-2011**

**Sales Executive.**

**Responsibilities:**

* Involved in Marketing & Sales of Broad band Services related products Services.
* Effective management of Post Sale Customer Service.
* Maintenance of customer/clients Data base.

**RAKESH**