**SURESH**



**E-mail:** [**suresh-395287@2freemail.com**](mailto:suresh-395287@2freemail.com)

**CURRICULUM VITAE**

**OBJECTIVES:**

To Serve the Organization with Full Dedication, Hard Work and Continuously Improving My Knowledge Base

**WORK EXPERIENCE:**

**6 Years of Assistant Accounting Experience**

Assistant Accountant:

MAGUMPS PVT LTD CO., *Mumbai,* INDIA

(From 24 Oct 2009 To 15 January 2010)

**Duties & Responsibilities**

* **Creating New Company, Ledgers, Vouchers & Posting Sales Enteries, Purchase Enteries, Payment Entries, Receipt Entries,Contra Entries and Journal Entries in Tally**
* **Writing Books of Account In Ledger Book, Purchase Register , Sales Register, Cash Book and Petty Cash Book, Preparing Cash Vouchers, Credit Note and Debit Note**

**Revelant Skills:**

Electronic Data Processing Knowledge:

* MS Word: Excellent Skills in Editing Typing and Maintaining Documents.
* PowerPoint Presentations: Extra Ordinary Skills in Creating Power Point Presentations.
* Excel Spreadsheets: Professionally Trained in Using MS Excel Skills. Excellent Skills to Create and Maintain Excel Sheets on Daily Basis.
* Outlook: Very Much Familiar to Use Outlook.

Assistant Accountant:

PV APPA RAO INCOME TAX CONSULTANT (P) LTD.,*Telangana,* INDIA

(From 26 March 2010 To 05 Dec 2014)

**Duties & Responsibilities**

* **Creating All Ledgers & Vouchers, Posting Sales Enteries, Purchase Enteries, Payment Entries, Receipt Entries, Contra Entries, Cash Entries and Journal Entries in Tally**
* **Posting All Bank Account Entries, Preparing & Verifying Bank Reconciliation Statements In Tally**
* **Posting the VAT on Purchase & VAT on Sales Entries In Tally, Verifying VAT Computation**
* **Maintenance of Trading Account, Profit & Loss A/c & Balance Sheet In Tally, Maintenance of Trial Balance, Day Book, Account Books, Cash Flow & Fund Flow Statements In Tally**
* **Posting Income Tax Computation In Genius Software and Calculating Taxable Income, Preparing Self tax assessment Forms, Advance Tax Forms and Tax on Regular Assessment Forms, Preparing All Challans and Online Income Tax Return Filings**
* **Creating Payroll Info. i.e Employee Group, Employees, Units (Work), Attendance/ Production Types, Pay Heads, Salary Details and Voucher Types in Tally**
* **Posting Attendance Voucher Entries And Payroll Voucher Entries in Tally**
* **Preparing and Verifying All Accounting Summary Reports In Tally As well As Manually on Daily or Monthly Basis**

**Revelant Skills:**

Recording of Manual Books of Accounts:

* Maintenance of Sales Register, Purchase Register and Ledger Books
* Maintenance of Cash Book And Petty Cash Book
* Bank Reconciliation Statement
* Billings And Collections
* Preparing Computation Statements And Online Return Filing
* Computerised Accounting Like Tally ERP9 And Genius Software

Sales Executive:

STORES in Dubai*, UAE* (From 14 Jan 2015 to 29 Jan 2019)

* **Working As a Merchandiser cum Sales Executive.**

Assistant Accountant:

in *UAE,* DUBAI

(From 10 June 2019 to 05 TILL DATE)

* **Working As an Assistant Accountant.**

**EDUCATIONAL BACKGROUND:**

**Bachelor of Commerce (Computers)**  
Dr.Ambedkar College of Commerce (Mumbai University)  
*Wadala Mumbai,* ***INDIA***(March 2006 -October 2009)

**Higher Secondary Certificate (H S C)**  
AndhraEducation Society’s Junior College (Maharashtra State- Pune Board)  
*Wadala Mumbai,* ***INDIA*** (March 2004 -February2006)

**Secondary School Certificate (S S C)**  
AndhraEducation Society’s High School (Maharashtra State- Pune Board)  
*Wadala Mumbai,* ***INDIA*** (March 2003 -February2004)

**Diploma and Certificate Courses**

* Typing Course : English Typing @ 30 w.p.m
* Computerised Accounting Course : Tally ERP 9
* Computer Course : Microsoft Office 2010
* Computer Hardware Course : Computer Hardware & Networking

**Relevant Qualifications:  
Languages:**

* English: Fluent in Speaking and Writing
* Hindi & Telugu: Mother Language

**PERSONAL INFORMATION:**

Name : Suresh

Date of Birth : 05/03/1987

Maritual Status : Married/ Male

Religion : Hindu (Gangaputra)

Nationality : Indian

Hobbies : Swimming & Exercise

**Declaration:**

I Hereby Declare That All the Information Mentioned here are True and Verifiable at Any Point ` of Time

Signature

(Suresh)

**Date:**

**Place:**