

## **CIRRICULAM VITAE**



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### **Objectives :**

*To hone my skills and contribute to the organization in a rewarding environment which promotes career growth and leads to personal development & professional satisfaction.*

### **Academic Record :**

- M.B.A
- B.Com. with first division
- Type writing English in Lower Grade.

### **Technical Skills :**

- Accounting package : Focus & Tally .ERP 9
- MS Office – 2010.
- Light House ERP (Worked ERP Implemented Period)

**Experience:** Total Experience around 30 Years in Accounting and Finance

- **Presently associated with M/s.M S AGARWAL FOUNDRIES PVT LTD.,**  
(A TMT BAR STEEL Manufacturing Unit) .Manager Accounts & Finance From  
April'2021 To Till Date.

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### **Duties & Responsibilities Past & Present:**

***In Light House ERP : VALUATION OF GRN***

***APPROVAL OF GRN with purchase voucher***

To ensure that all GRNs/Purchases are approved correctly

***Approval of all Payables vouchers***

***Generation of GST Reports GSTR-1 and GSTR – 3B***

***Generation of TDS and TCS Payment Reports***

***Generation of Age wise Debtors Report for Banking***

To ensure vendor advance settlement, collection of documents, including Debit/Credit Notes, and proper accounting thereof.

Timely up dation of Vendor ledger, Vendor master verifications, vendor reconciliations and aging analysis.

To coordinate with vendors, purchase, stores, treasury team & plant teams for proper documentation.

To attend Statutory/Internal/Cost and Management Audit.

Periodical interactions with cross function teams for correct documentation as to Indent/PO/ Issue Requisition/debit & credit notes etc.

Supporting the GST team in availing 100% Input tax credit. Supporting in timely and accurately TDS/TCS Return filing.

Timely closing of the periodical books & Accounts and preparation of monthly/quarterly/annually books of accounts.

***Past Experience:***

***Finalization of Accounts Preparation of Trail Balance and P& L Account and Balance Sheet Schedules .***

***Attending Internal Audit and Statutory Audit & Tax Audit works***

***Attending Income Tax Scrutiny Assessments With Auditors***

***Attending ROC Works with CS***

***Preparation of GST Monthly Returns : Filing of GSTR -3B, GSTR- 1 & Checking of GSTR2***

***Preparation of Service Tax Monthly Payments Statements, Half-yearly Online Returns.***

***Preparation of TDS & TCS Monthly Payments Statements and Quarterly ETDS Returns.***

***Preparation of Online Central Excise Monthly ER1 Returns***

***Preparation of Monthly VAT 200 and CST Returns***

***Attending VAT Audit and CST Assessments***

***Monthly Ledger Scrutiny***

***Preparation of Monthly MIS report***

***Attending of Bank A/C Renewal of Working Capital ( Cash Credit) Account***

***Checking of Monthly interest of CC,MTL A/C***

***Passing of All Vouchers, Purchase Bills .***

***Checking The all Bank Reconciliation Every Day in Tally .***

***Stock Statement Monthly (Selected Operational Data Statement for Bank).***

***Checking of Branch Accounts & Reconciliation Statements***

***Checking of Purchases and Sales Registers and checking of Debtors and Creditors Status. And reconciliations***

***Collection of Sales Tax Statutory forms from various parties and Issue of Sales Tax Statutory Forms, TDS Certificates Form 16A.***

***Consignment Stock Reconciliation Party accounts Sundry Debtors and Creditors Reconciliation.***

***Preparing Monthly Working Capital Statement (Projected)***

***Prepare of Accounts Monthly Receivables & Payable***

***Daily Reporting to MD Financial Position, Purchases, Sales etc***

### **Past Experience with Organisations**

***Worked in: M/s. Sri Lakshmi Maruthi PVC Pipes Pvt. Ltd. As an Accounts Assistant from Sep'1993 to Aug'1994.***

***Worked in: M/s. Hindustan Agri Genetics Ltd. As an Accountant from Aug' 1994 to Jan' 1998.***

**Worked in: M/s. Rungta Irrigation Ltd manufacturer of HDPE, PVCpipes, LLDPEtube, Fountains, Sprinklers and Drip Irrigation System As a Sr. Accountant from Jan'1998 to May'2006.**

**Worked in :M/s. Sri Ram Spinning Mills Ltd.,A Textile Cotton Yarn Manufacturing Unit Manager Accounts & Finance, From May'2006 To June'2016.**

**Worked in:M/s. DAZZLE SPORTS WEAR PVT LTD.,  
A Textile Sports Wear Manufacturing Unit A.G.M Accounts & Finance From June'2016 To 30 November'2020.**

**Personal Profile :**

**Date of Birth : 19-06-1968.**  
**Sex : Male**  
**Languages Known : Hindi, English & Telugu**  
**Nationality : Indian**  
**Marital status : Married**  
**Strengths : Self-Motivated, Hardworking,  
Punctuality Positive Attitude**

**(P. SHANKERAIAH)**