

**P. AJAY KUMAR**  
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**Career Objective:**

Passionate and seeking a challenging position as a **Senior Accountant** with a highly successful company offering exceptional career growth opportunities where I can utilize my **7+** years of professional accounting skills and confess every challenge to endeavor towards the achievement of the organizational goals.

**Academic Qualification:**

- **Master of Business Administration** from **Osmania University, Hyderabad** in the year **2015**.
- **Bachelor of commerce** from **Osmania University, Hyderabad** in the year **2012**.
- **Intermediate** from **Board of Intermediate Education** in the year **2010**.
- **Secondary School Certificate** from **Board of secondary education** in the year **2007**.

**Professional Skills:**

- Adaptability
- Good Communication Skills
- Motivational

**Accounting Skills:**

- Accounts Payable and Reconciliation
- Bank Reconciliation
- ESIC Workings
- General Ledger
- Journal Entries
- Payroll Processing
- Tax Calculations
- Vouching

**Professional Experience:**

Working as a “**Senior Accounts Executive**” in “**Promantra Synergy Solutions Ltd**” since 13<sup>th</sup> July-2015 to Till Date.

**Key Roles and Responsibilities:**

- Dealing with the entire day-to-day accounting activities like receiving bills from vendors, review and verify all the invoices for appropriate documentation.
- Prioritize invoices according to payment terms, enter and upload invoices into system, tracking expenses and process expense reports to the management etc.
- Respond to all the vendor inquiries, process check requests and make the payments according to the vendor’s credit facility.
- Handling other internal payables like making the payments related to the organization like internet broadband, telephone bills, electricity bills etc.
- Professionally coordinate with internal admin team and the management of the company for timely assignments of the payments.

- Posting the transactions to journals, ledgers and other records, reconcile accounts payable transactions on frequent basis.
- Responsible for bank reconciliation statement, maintaining daily cash & bank expenditure and vouching.
- Responsible for the entire process like staff expenses (cash, bank and credit cards), reconciling credit card statements, cash & petty cash vouchers, cheque requisition etc.
- Statutory compliance like ESIC processing on monthly basis, Professional tax & TDS payments, Tax calculations of employees and vendors etc.
- Track and maintain all the company's accounting files and documentation thoroughly and accurately in an efficient manner.
- Processing accounting transactions, and generate daily, weekly and monthly Abstracts & reports to higher officials.

Worked as an “**Accounts Executive**” in “**Preeminent Technology (India) Private Limited**” from 1<sup>st</sup> November-2013 to 7<sup>th</sup> July-2015.

**Key Roles and Responsibilities:**

- Responsible for the entire day-to-day accounting activities like sending invoices to clients and collecting cheques from them, bank reconciliation statement, passing journal entries, maintaining daily cash and bank expenditure.
- Entirely responsible for processing the monthly Pay-roll statement, TDS, Service Tax, MIS reports like sales and receivables abstract, cash inflow and outflow abstract etc.
- Process accounts payables like payments of internet broadband bills, telephone bills, electricity bill etc. on monthly basis.
- Process monthly statutory compliance like Professional Tax, TDS payment and Service Tax payments etc.
- Responsible for statutory filings like TDS returns, Service tax return and filing of Annual Income tax return, Annual ROC (Registered of companies) returns etc.

Worked as an “**Audit Assistant**” in the firm of “**Krishna & Suresh Chartered Accountants**” from 7<sup>th</sup> May-2012 to 3<sup>rd</sup> July-2013.

**Key Roles and Responsibilities:**

- Coordinate the activities with the staff and the senior auditor concerned.
- Execute audit assistant functions to check the accuracy of accounting systems and procedures.
- Process the activities like verify, review and reconciliation of journal entries, general ledger and bank reconciliations, cash & bank statements, Sales & purchases, TDS, service tax etc. of the clients.
- Tracking of all the accounting files and clients' databases are updated and functioning.
- Inspect and correlate the overall audit reports to the seniors for approval detect frauds and bring it to the notice of the senior auditors.
- Handled the other responsibilities assigned by the higher officials to perform.

**Technical Skills:**

- Well versed with MS Office (MS Word, MS Excel etc.)
- Experienced in working on Tally ERP9

**Place** : Hyderabad  
**Date** :

**P. AJAY KUMAR**