**CURRICULUM VITAE**

**G. Ravinder Reddy**

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**Career Objective:**

To achieve a successful position in an esteemed organization and to contribute efficiently for the growth of the organization and thereby satisfying personal goals and would like to maintain a long-term relationship with the organization.

**MBA With Accounts Executive**

**Past from February- 2011 to April-2012 date:**

**Organization:** **KADEVI INDUSTRIES LIMITED., ECIL X Roads, Kushaiguda, Hyderabad.**

**Kadevi Industries Ltd.,** is a group of company of **kadevi Group**, Having Divisions in Kushaiguda for Telecom towers, Transmission line towers, Communication antennas, Telescopic guyed masts and counterpoise earth systems, Ankireddipally for Steel Rolling Mill, High tensile Fasteners, Hot Dip Galvanizing & Diesel Generators, Ramalingampally for AP Warehouse.

**Past from May-2012 to july -2016:**

**Organization:** **ECI INFRA TOWERS COMPANY (PVT) LTD. Kaveli Village, Kohir Mondel, Zaheerabad, Medak-Dist**

**ECI INFRA TOWERS COMPANY (PVT) LTD** is a subsidiary company in ECI ENGINEERING & CONSTRUCTION. It has divisions (Maha Division, Railways, Electrical Division, Civil Division) Subsidiary companies (Eci Infra towers company, Hayen Hydel Power Company Pvt Ltd, Rupa Hydel Power company Pvt Ltd) ECI Infra Towers company is a tower manufacturing company.

**Past from August-2016 to April-2021.**

**Organization:** **SHANKARA BUILDING PRODUCTS LTD. Sy No:224/E, Beside Railway Track, Zaheerabad.** Working in Assistant accounts in zaheerabad branch

**SHANKARA BUILDING PRODUCTS LTD** retails home improvement and building products. The Company offers steel pipes and tubes, roofing sheets, hollow blocks, primers, tiles, plywood, kitchen sinks, and welding accessories. Shankara Building Products markets its products in India

**Accounts Works:** Preparing cash receipts for posting, applying payments and performing statement reconciliation.

* Preparing daily report (sales, collection, detors, creditors and inventory reports) maintaining
* Preparing and maintaining monthly stock & summary reports statements.
* Preparing and maintaining monthly tonnage report with item wise
* Preparing and maintaining monthly billing statements.
* Accounting of purchase bills, and other expenses bills**.**
* Accounting of all cash, bank payments & receipts and preparation of monthly BRS.
* Monthly bank reconciliation, including general ledger research and reconciliation
* Preparing Form-16A.
* Generating C-form
* Faced Internal & External Audits.

Preparing monthly cash flows including debtors and creditors’ position, monthly profit and loss, balance sheet preparing and mailing monthly bills statements. Preparation of bank reconciliation statements on monthly basis, checking of transaction bills goods invoice dealing with letter of credit from the customers maintaining cash book & petty cash book and maintaining accounts receivable and accounts payable books.

**G S T Works:**

* G.S.T.R-1 Sales Entries Every Month.
* G.S.T.R-2 Purchase Entries Every Month
* G.S.T.R-3 Details of Sales & Purchases Every Month
* G.S.T.R-4 Composition Suppliers
* G.S.T.R-5 Non Resident Taxable Person
* G.S.T.R-6 Input Service Distributors
* G.S.T.R-7 Tax Deductor
* G.S.T.R-8 E commerce operator
* G.S.T.R-9 Annual Return
* G.S.T.R-10 Final Return
* G.S.T.R-11 UIN Holder

**EDUCATIONAL QUALIFICATIONS:**

* **MBA (FIN)** from **Osmania University** in the year2010.
* **B.com** from **OU** in the year2007.
* **Inter (CEC)** from **Intermediate Board Andhra** **Pradesh** in the year 2004.
* **S.S.C.** from **Board of Secondary** in the year 2001.

**ACADEMIC PROJECT:**

**Title** **:** Comparative Study of Mutual Funds.

**Organization**  **:** Reliance securities, Somajiguda. Hyderabad.

**TECHNICAL QUALIFICATIONS:**

**Accounting Package :** Tally9.0,

**Typing Skills** **:** 30 Wpm

**MS Office Tools :** Ms Word, Ms Excel, Powerpoint

**PERSONAL DETAILS;**

**Name :** G. Ravinder Reddy

**Father name :** G. Laxma Reddy

**Address :** 13/7 Hrasha Nivas, Borabanda, Hyderabad

**Nationality :**  Indian

**Date Of Birth :**  4-4-1986

**Marital Status :** Married

**Languages Known :** English, Hindi and Telugu

**Place : Hyderabad** (Ravinder Reddy. G)

**Date :**