**SANDEEP KUMAR SABBISETTI**

S/O SAI KUMAR, E-MAIL ID: Sandeepssk@live.com

H.NO: 5-76A, Phone: +91-8978626396

MAIN ROAD,

DHAMMAPET,

BHADRADRI KOTHAGUDEM DISTRICT,

TELANGANA - 507306.

**CAREER OBJECTIVE:**

To obtain a challenging position in a growth oriented organization that will enable me to leverage my experience and skills for organizational growth and help me to reach the pinnacles.

**ACADAMIC QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Academic year** | **Percentage** |
| **CMA(CWA)** | **Institute of Cost Accountants of India** | **2017** | **55%** |
| **B.COM** | **Gitam University** | **2013-16** | **81%** |
| **INTERMEDIATE**  **(M.E.C)** | **Intermediate Board, A.P** | **2009-11** | **74%** |
| **S.S.C** | **Board Of Secondary Education, A.P** | **2008-09** | **71%** |

**WORK EXPERIENCE SUMMARY:**

**Larsen & Toubro Ltd.,** Hyderabad.

Cost Management Accountant | Finance, Accounts & Admin.

**January – 2018 to Present.**

Roles and Responsibilities (CMA).

* Preparation Cost statement and Reconciliation with financial ledger.
* Processing of Sub Contractor bills after ensuring all the documents required for processing are available. TDS and GST verification and proper deductions.
* Financial transactions taking care of Cash and Bank transactions and disbursements.
* Preparation and validation of Bank guarantees of both suppliers and vendors.
* Physical verification of stock in store
* Maintaining healthy relation with other departments, other executives, sub ordinates and superiors for easy operations, smooth transactions and availing necessary documents.
* Monthly, Quarterly and Annual provisions for timely closing of accounts.
* Proper relationship with vendors and negotiation with them.
* Preparation of budgets and forcasts.
* Funds Management and allocation for smooth running purpose.
* Timely preparation of MIS reports for management.
* Reconciliation of Ledgers.

**NMDC Ltd.,** Hyderabad.

CMA Trainee | Finance – Establishment Section

**March 2016 to January-2018**

Roles and Responsibilities (Training)

* Preparation of Vouchers in Oracle.
* Generation of various reports in Oracle and their reconciliation.
* Reconciliation of Loan Schedules.
* Calculation of TDS and their remittances as per the due dates.
* Preparation and filing of e-TDS return forms 24Q and 26Q.
* Remittances to Statutory Depts.
* Coordination with IT team for the payroll master updating and screening of Oracle-HRMS ERP on a regular basis.

**TECHNICAL SKILLS:**

* Accounting packages : Oracle end user, Tally erp9.
* MS Office.
* Enterprise Information Portal (EIP)

**Acheivements:**

* Participated in CMA quiz competition and won first prize.
* Participated in paper presentations and seminars at college level.

**Strength:**

* Patience and punctuality.
* Willing to learn.
* Positive thinking.

**HOBBIES:**

* Updates on current affairs.
* Reading books.

**PERSONAL DETAILS:**

Father’s Name **:** Sai Kumar

Date of Birth **:** March 11th, 1994

Sex **:** Male

Marital Status **:** Unmarried

Nationality **:** Indian

Languages known **:** English, Telugu, Hindi.

* DFA

**DECLARATION:**

I hereby declare that the above furnished information is correct and true to the best of my knowledge and belief.

Date: (S.Sandeep Kumar)