

CURRICULAM VITAE



GOVINDU YELLARAJU,
HNo: 12-1-1119/169A,
INDIRA NAGAR,
NORTH LALAGUDA
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CAREER OBJECTIVE:

Seeking a responsible and challenging position, in an energetic, self motivating environment, where my professional attitude and constant drive towards success enables me to help further the growth and development of the organization and myself.

EDUCATIONAL QUALIFICATIONS:

- S.S.C from APSWR High School, Warangal with 72%.
- Intermediate From APSWR Jr. College, Warangal with 52%.
- B.com from Kakatiya University, Warangal with 60%.
- M.Com from Kakatiya University, Warangal with 60%.
- B.ed from Osmania University, Bhongir with 59%

COMPUTER SKILLS:

- PGDCA
- Typing Lower.
- TALLY ERP 9, FOCUS
- NAV SOFTWARE

WORK EXPERIENCE:

- S.S Vocational Junior college as a Accountant 1 year
- Digitech Peripherals as Accountant 6 Months
- Auric Engg Private Ltd –Accountant & Purchase Executive 1Year 6 MONTHS
- Ori plast ltd-HYd, Sr-Accountant & Sales Co-Ordinator (2016 -Nov to till date)

RESPOSIBILITIES -ACCOUNTANT:

- **Monitor** and maintain the accounts, daily sales cash transactions, amounting
- **Maintain** general ledger and all books of accounts up to Final accounts & maintain the company's data records.
- **Perform** internal audits and submit detailed recommendations to management and directors, identifying potential problems, excessive spending and solutions for the same.
- **Manage** the Bank Reconciliation Statements of the Company for all receipts and payments.
- **Verification** of data and Maintenance of Outstanding reports for debtors and creditors.
- **Generate** and Maintain of sales inventory report, Generate accounts reports pertaining to VAT, CST and TDS, GST, Income Tax.
- **Conduct** monthly reconciliations of Goods and Invoices received, reconciliation of expenses, accounts payable/receivables, cash flow.
- **Handle** customer queries/feed back as well as resolving their problems.

RESPOSIBILITYS –SALES CO-ORDINATER:

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information .
- To make sales and marketing of PVC, CPVC, LDPE, HDPE and PPR pipes and Fittings
- Respond to complaints from customers and give after-sales support when requested
- Store and sort financial and non-financial data in electronic form and present reports
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems(Dispatch of Material)
- Assist in the preparation and organizing of promotional material or events
- Ensure adherence to laws and policies
- Establish and maintain healthy customer (B2B & B2C) relationships in terms of business promotion.
- Review of credibility of the customers, limit, outstanding, collections etc.
- Provides timely feedback to senior management regarding performance.
- Ensure, in cooperation with finance, the financial records and controls.
- Ensure both stock and information security, in line with company security policies.
- Coordination with other departments.
- Reporting to the Finance and accounts Head/ Sales Manager.

STRENGTH:

- Ability to work in a team or as individual.
- Fast learning and desire to improve continuously.
- Adaptable to any of working condition.
- Effective communication skills, Motivating Skills, Hard Work to achieve Goals

HOBBIES:

- Listening Music.
- Playing Cricket.
- Reading Books.

PERSONAL PROFILE:

Name	:	Govindu Yellaraju
Father Name	:	Uppaliah
Date of Birth	:	15/01/1980
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Hindu
Languages Known	:	English, Telugu & Hindi.

Declaration:

I here by declare that the above furnished information is true to the best of my Knowledge.

Place: HYDERABAD
Date:

(GOVINDU YELLARAJU)