

## CHANGAL RAYUDU MAVILLA – RESUME



### Personal Information

Father's Name : M PeddaChengaiah  
Date of Birth : 16-05-1985  
Sex : Male  
Nationality : Indian  
Marital Status : Married  
Phone Number : **+971 558890107**  
: +91 8143139360  
E Mail : [rayudu705@gmail.com](mailto:rayudu705@gmail.com)  
Passport No : Y8224959

“To emerge as a hard core Professional and prove myself as an important part of the organization by the achievement of given target and to work in challenging project that will utilize my educational background and expand my knowledge.”

### **Professional Summary: I have a total Experience of 16 Years**

**Organization** : Winsa Agro Resource & Export  
**Duration** : June-2020 to Aug-2023  
**Designation** : Godown In charge.

**Organization** : **KGL Logistics – Kuwait (ASI Security)**  
**Duration** : July-2015 to March-2020  
**Designation** : Cash Management Service

**Organization** : Plus Ventilation Private Limited  
**Duration** : March-2011 to April-2015  
**Designation** : Accounts Officer

**Organization** : Nava Bharath Fertilizers Limited  
**Duration** : Dec-2007 to Feb-2011  
**Designation** : Internal Auditor & Executive Accountant

## **Roles and Responsibilities Organization**

### **AREAS OF EXPERTISE**

- Updating Books of accounts on real time basis in ERP and maintenance of General ledgers.
- Accountable for the Maintenance of cash & bank books preparation of the age wise debtor statements and accounts receivable statements carrying out reconciliation of Vendor Ledger.
- Petty cash books
- Reconciliation Bank Statement and Stock Reconciliation with Actual consumption of Major Materials
- Inventory Status Report
- Payroll sheet including leave & final settlement for employees
- Verification and payments against the invoices submitted by suppliers in line with the Purchase orders.
- Actively participated in the finalization of financials like P&L, Balance sheet.
- Co-ordinate with external auditors and prepare reports and formats for their audit report purpose. Preparation of Weekly, Monthly reports to the management.
- Ensuring that the external audit requirements like Cross checking of document which tally with schedules are met
- CMS is a value-added product for Corporate Customers of the Bank who get money from multiple locations
- Oversee the receipt, storage, and distribution of goods in and out of the factory godown

### **Major Strengths**

- Self confidence
- Positive attitude and a self-Motivator
- Interest to learn new things

### Software Skills

- MS Office
- Internet Browsing
- Tally ERP 9& Prime

### Educational Profile

| Qualification      | Institution/Board                | Year of study | Class        |
|--------------------|----------------------------------|---------------|--------------|
| B.COM(Computers)   | SV University Tirupathi, A.P     | 2003-2005     | First Class  |
| Intermediate (CEC) | Board of Intermediate, A.P       | 2001-2002     | Second Class |
| SSC                | Board of Secondary Education A.P | 1995-2000     | Second Class |

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

### **Permanent Address**

M ChangalRayudu  
S/o. M PeddaChennaiah  
House No: 7/37, Narasarampet  
Railway Koduru,  
Annamayya District  
Andhra Pradesh, India - 516101

### **DECLARATION**

The Above Information Is True And Correct To The Best of My Knowledge And Belief.

**PLACE:** DUBAI

**DATE:**

**(M. CHANGAL RAYUDU)**