

CURRICULUM VITAE

M. SRINIVASA RAO

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Professional Objective:

Seeking a challenging position in the Organization that will give me the opportunity to provide significant Value to a progressive company offering carrier growth through proven performance

Educational profile:

- *Academic:* B.Com, MBA

EXPERIENCE:

Presently Working In Levante' International Ltd.Fzc (from Nov 2021):

- Working as Manager Accounts in LEVANTE INTERNATIONAL LTD FZC from NOV'2021 to till date
- Working as Manager Accounts in SAMWATEX SARL, Pointe-Noire, Congo **from June' 2017 to June'2021.**
- Working as Assistant Manager Accounts in NCC Limited Corporate office, Hyderabad **from April' 2012 to May'2017.**
- Working as a Officer Accounts in NCC Limited, Mahanadi Coal Field Ltd, Odessa (Coal transportation, loading & Extraction), and Project Value Rs. 132 Crores **from April'2011 to March'2012.**
- Working as a Sr. Assistant Accounts in NCC Limited, NH-26 in the state of UttatPradesh, Package -ADB-II/C-3 at Lalitpur, Project Value Rs. 140.38 Crores **from 2006 to March, 2011.**
- Worked as a **Senior Assistant** in NCC Cement, Kurnool Dist, Guntakollu (AP)

KEY RESPONSIBLE AREAS:-

- Preparation of finalization of accounts and submission of returns to concern departments.
- Preparation of Revenue and price escalation bills as per conditions of work orders.
- Preparation of costing reviews, cost reports for concern sections and annual costing reports.
- Monitoring of Assets registers and custodian of Invoices and Other related documents, maintain cost addition reports.
- Preparation of Tax challans and monitoring payments.
- Maintaining the statutory Payments & Reconciliation Salaries & Wages Statements and filing the monthly, Quarterly & Annual returns.
- Preparation of MIS reports, conduct and submission of internal audit for management.
- Responsible for audit of the accounts by the Internal, Statuary and External auditors and submission of data to auditors, prepare reports for certain audit and submitted to concern departments and organizations
- Maintaining and monitoring of stores and monitoring stock reports, issues, receipts and consumptions of all stores items.
- Preparation of Bank reconciliation statements and preparation of Debtors, Creditors, and Suppliers bills for outstanding statements.
- Monitoring of all procurement activities Scrutinized of all types of receipts with purchases, Consumption with Issues, Indent with stock, and quotations with purchase orders for Bill payment of Vendors/Suppliers.
- Verification of Work orders, Measurement Books & recoveries statements and finalize the sub contractor payments / preparing gross bill statements.
- Reconciliation of all financial statements with concern departments.

COMPUTER PROFICIENCY:

- MS-OFFICE, FOXPROX, TALLY, ERP & SAP.

Knowledge of finance module in ERP:

Accounts:

- Supervising Accounts Payable work
- Passing of Journal Entries, Month close entries
- Preparing Monthly Financials & Vendor Statements
- TDS Remittance - Monthly (other than Salary)
- TDS Challans - (Sub contractors / Transportation / Rent / Salaries & Others)

Payroll:

- Getting Payroll inputs form HR on monthly bases
- Sending all the details to Payroll vendor
- Cross checking payroll data received from Payroll Vendor
- Making salary payment
- Taking care of all statutory liability relating to payroll

Execution:

- Work order / Activity assignment reports (Item / Departmental / Lump sum)
- Work order wise progress validations.
- Sub Contractor Bill Registers.

Purchase & Stores:

- Material Indent / purchase orders.
- Vendor Bill Certification / Rejections
- Sundry Creditors Reports
- Issue Notes/ Receipt notes/Return notes
- Certification of Material receipts/Issues
- TAX Variation reports.

PNM:

- Machinery, Vehicles and Equipments working hrs
- Machinery costing reports
- Machinery Maintenance and Repairs

- **LANGUAGES KNOWN** : Telugu, Hind, English, and (French).

- **PERSONAL PROFILE**

NAME : Srinivasa Rao Mutyalapalli

FATHER NAME : Pullaiah Mutyalapalli

DATE OF BIRTH : 10th July, 1972.

NATIONALITY : Indian.

MARITAL STATUS : Married

- **PERMENT ADDRESS: -** : AppanaramuniLanka,
: Sakhinetipalli Modal,
: East Godavari District
: Andhra Pradesh, Pin – 533252.

- **PRESENT ADDRESS: -** : Srinivasa Rao Mutyalapalli
: EWS-1069, 3rd Phase, KPHB Colony,
: OPP: Sri Venkateswara Temple
: HYDERABAD-500072.

Date:

Place:

Signature of the Applicant