

Y. Raju

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Career Objective

Results-driven accounting professional with 6 years of experience in financial reporting, reconciliations, GST compliance, and accounts management. Seeking an opportunity in a reputable organization in Visakhapatnam where I can contribute to efficient financial operations, apply my technical skills with Tally and accounting software, and grow within a dynamic finance team.

Professional Experience

Accountant

CA & S Solutions Pvt. Ltd | Visakhapatnam

July 2019 – Present

- Manage day-to-day accounting operations and ensure accurate record-keeping.
 - Post and process journal entries for all business transactions.
 - Maintain accounts payable and accounts receivable; generate and issue invoices.
 - Perform bank and ledger reconciliations regularly.
 - Assist in preparation of balance sheets, income statements, and financial statements as per statutory and company guidelines.
 - Update financial data in databases for quick accessibility and reporting accuracy.
 - Prepare and submit monthly and weekly financial reports.
 - Handle monthly GST return filings and related compliance tasks.
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Education

Qualification	Institution/Board	Percentage
B. Sc	Andhra University	70%
Intermediate	Board of Intermediate Education, A.P	62%
S.S.C	Board of Secondary Education, A.P	51%

Technical Skills

- **Accounting:**

- Business Accounting, Journal Entries, Ledger Posting, Ledger Balancing
 - Final Accounts Preparation, Bank Reconciliation Statements
 - Depreciation, Inventory Management, Bad Debts
 - **Accounting Software:**
 - Tally ERP 9, Tally Prime
 - QuickBooks (basic exposure)
 - MS-Office
 - Computer hardware, troubleshooting, OS installations
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Personal Details

- **Date of Birth:** 07 September 1992
 - **Gender:** Male
 - **Languages Known:** Telugu, English, Hindi
 - **Marital Status:** Married
 - **Hobbies:** Music, Playing cricket
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Declaration

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

Y. Raju