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| **J.JAGADISH CHANDRA**  **Email:**  **jagadish04chandra@gmail.com**  **jagadish04chandra@yahoo.co.in**  **Contact. No:**  Mobile :+91-9177394054/+91-9848987256  **Present Address:**  St.No.11, H.NO.10-117, Plot No.33  HMT Nagar, Nacharam,  HYDERABAD - 500076  Andhra Pradesh, India.  **Personal Details:**   |  |  | | --- | --- | | Gender | Male | |  |  | | Nationality | Indian | | DOB | 4thDec 1968 | |  |  |   **Languages Known:**  English, Hindi, & Telugu.  **Achievements:**  1) Worked in Bhutan individually as a site accountant till the completion of project  Passport K4176145  (Valid upto 25.07.2022)  CTC Drawing: 7,00,,000/- p.a. | **Career Aspiration**  **A Challenging position with ample opportunity for advancement and growth diversified areas of management leading to value-added decision making.**  **Experience Summary**  **16Years of experience in the areas of Accounting, stores & purchase management and also having overseas experience worked in Bhutan, Nepal & Zambia countries.**  **Professional Experience**  Organization : SRC Infrastructure (Z) Ltd  Designation : Sr.Project Accounts Manager(Zambia)  Period : Jan’2018 to March’2020  Responsibilities :1. MAINTAINING PROJECT SITE ACCOUINTS  2. MAINTAINING PETTY CASH WITH PROPER VOUCHERS (MANUALLY & IN COMPUTER)  3. PREPARING VOUCHERS, SALES INVOICES  4. VERIFYING PURCHASE BILLS , SALES BILLS & HIRE BILLS  5. PREPARING & ISSUE OF CHEQUES  6. VERIFYING EXPENSES CLAIM RE IMBURSEMENT STATEMENTS  7. PREPARING BANK DEPOSIT STATEMENT AND DEPOSITING THE CHEQUES INTO BANK  8. BANK RECONCILIATION  9. SUBMISSION OF VAT AND WITHHOLD TAX RETUNS MONTHLY AS PER ZAMBIA RULES AND REGULATIONS  10. SALARY STATEMENTS AND PAY SLIPS  11. MAINTENANCE OF SALES, PURCHASES AND STOCK STATEMENT.  12. PREPARE SUNDRY DEBTORS (RECEIVABLES FROM CUSTOMERS)  13. PREPARE OUTSTANDING STATEMENT (CREDITORS) AND GET APPROVAL FROM THE DIRECTORS  14. PREPARE FINANCIAL REPORTS, PROFIT AND LOSS AND BALANCE SHEET  Organization :  **DRILLCON INFREASTRUCTURE PVT LTD(NEAL)**  Designation : Worked as Accounts Manager (Nepal Project)  Period : DEC’2015 to Till Dec’17  Responsibilities : 1. MAINTAINING & PREPARING PETTY CASH WITH PROPER VOUCHERS (MANUALLY & IN COMPUTER)  2. VERIFYING PURCHASE BILLS , SALES BILLS & HIRE BILLS  3. PREPARING AND ISSUE OF CHEQUES  4. VERIFYING EXPENSES CLAIM RE IMBURSEMENT STATEMENTS  5. PREPARING BANK DEPOSIT STATEMENT AND DEPOSITING THE CHEQUES INTO BANK  6. PREPARING OUTSTANDING STATEMENT AND GOT APPROVAL FROM MANAGING DIRECTORS.  7. BANK RECONCILIATION  8. ETDS ENTERIES AND ISSUE OF TDS CERTIFICATES AND SUBMISSION TDS RETURN  9. PREPARE AND SUBMISSION OF VAT RETUNRS AS PER THE NEPAL RULES AND REGULATIONS  10. PREPARE SALARY STATEMENT & PAY SLIPS  11. PREPARATION OF MONTHKY RECONCILIATION OF KEY PROFIT AND LOSS AND BALANCE SHEET ACCOUNTS  12. DOCUMENT POLICIES, PROCEDURES AND WORKFLOW FOR ASSIGNED AREAS OF RESPONSIBILITY.  13. SUBMISSION OF SITE ACCOUNTS TO THE HEAD OFFICE AND INTEREACTING/CORREPONDANCE WITH HEAD OFFICE  14. SUPPORT ON MAINTAINING AND TROUBLESHOOTING ISSUES ARISING ON INTERNAL FINANCE SYSTEMS.  15. INTERACTING WITH AUDITOR FOR FINALISATION OF ACCOUNTS |
|  | Organization : **ABIR INFRASTRUCTURE PVT.LTD**.  Designation : Worked as a Accounts & stores Executive(Bhutan Project)  Period : From Oct 2009 to Nov’2015  Responsibilities : 1. MAINTAINING & PREPARING PETTY CASH WITH PROPER VOUCHERS (MANUALLY & IN COMPUTER)  2. VERIFYING PURCHASE BILLS , SALES BILLS & HIRE BILLS  3. PREPARING AND ISSUE OF CHEQUES  4. VERIFYING EXPENSES CLAIM RE IMBURSEMENT STATEMENTS  5. PREPARING BANK DEPOSIT STATEMENT AND DEPOSITING THE CHEQUES INTO BANK  6. PREPARING OUTSTANDING STATEMENT AND GOT APPROVAL FROM MANAGING DIRECTORS.  7. BANK RECONCILIATION  8. ETDS ENTERIES AND ISSUE OF TDS CERTIFICATES AND SUBMISSION TDS RETURN  9. PREPARE AND SUBMISSION OF VAT RETUNRS AS PER THE BHUTAN RULES AND REGULATIONS  10. PREPARE SALARY STATEMENT & PAY SLIPS  11. PREPARATION OF MONTHKY RECONCILIATION OF KEY PROFIT AND LOSS AND BALANCE SHEET ACCOUNTS  12. DOCUMENT POLICIES, PROCEDURES AND WORKFLOW FOR ASSIGNED AREAS OF RESPONSIBILITY.  13. SUBMISSION OF SITE ACCOUNTS TO THE HEAD OFFICE AND INTEREACTING/CORREPONDANCE WITH HEAD OFFICE  14. SUPPORT ON MAINTAINING AND TROUBLESHOOTING ISSUES ARISING ON INTERNAL FINANCE SYSTEMS.  15. INTERACTING WITH AUDITOR FOR FINALISATION OF ACCOUNTS  Organization : **SRI VISHNU PIPES PVT LTD(Manufacture)**  Designation : Worked as a ACCOUNTANT, Hyderabad  Period : From May2004 to sep 2009( 5 Years)  Responsibilities : 1. MAINTAINING & PREPARING PETTY CASH WITH PROPER VOUCHERS (MANUALLY & IN COMPUTER)  2. VERIFYING PURCHASE BILLS , SALES BILLS & HIRE BILLS  3. PREPARING AND ISSUE OF CHEQUES  4. VERIFYING EXPENSES CLAIM RE IMBURSEMENT STATEMENTS  5. PREPARING BANK DEPOSIT STATEMENT AND DEPOSITING THE CHEQUES INTO BANK  6. PREPARING OUTSTANDING STATEMENT AND GOT APPROVAL FROM MANAGING DIRECTORS.  7. BANK RECONCILIATION  8. ETDS ENTERIES AND ISSUE OF TDS CERTIFICATES AND SUBMISSION TDS RETURN  9. PREPARE AND SUBMISSION OF SALES TAX, CENTRAL EXCERISE RETURNS  10. PREPARE SALARY STATEMENT & PAY SLIPS  11. PREPARATION OF MONTHKY RECONCILIATION OF KEY PROFIT AND LOSS AND BALANCE SHEET ACCOUNTS  12. DOCUMENT POLICIES, PROCEDURES AND WORKFLOW FOR ASSIGNED AREAS OF RESPONSIBILITY.  13. SUPPORT ON MAINTAINING AND TROUBLESHOOTING ISSUES ARISING ON INTERNAL FINANCE SYSTEMS.  14. INTERACTING WITH AUDITOR FOR FINALISATION OF ACCOUNTS  Worded in R.K.Bung & Company(chartered Accountant) as a audit clerk from 1995 to 2004  **Computer knowledge**   * Diploma in Computer Applications from Comp-U-Tech, Hyderabad, with Second Division in the year 1994, Word, Excel, Accounting Software’s ( Tally, Wings, Focus etc) also having knowledge in latest versions.   And also knowledge in SAP and IFS in accounting and Inventory. |

**Academic Details**

Qualification : **MBA (Finance)-Distance**

Institution :Indira Gandhi National Open university

University : IGNOU Delhi

Year of Passing : 2011

Qualification **:B.Com- Regular**

Institution :Badruka College of Commerce and Arts

University :Osmaniya University

Strengths

* Very good learner, self motivated with positive attitude.
* Strong communication and interpersonal skill.
* Result oriented, strong will power and better planning & coordination.
* Ability to deal with people diplomatically.
* Ability to explore new avenue.
* Creative thinking, Good strength in System Analysis.
* Confident optimistic, team builder& Ready to take Challenges.

**Declaration:**

I J.JAGADISH CHANDRA, affirm that the information compiled above is precise and accurate in its entirety to my knowledge.

**(J.JAGADISH CHANDRA**)

**Place: HYDERABAD**