

## Pidugu Sri Ramakrishna

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H.NO:182,  
Milap Apartments,  
GH-3, DDA flats,  
Pachim Vihar, New Delhi- 110047.

Mobile : 9811046232  
EMAIL: [sriramakrishna.pidugu@gmail.com](mailto:sriramakrishna.pidugu@gmail.com)  
[Ramakrishna\\_pidugu@rediffmail.com](mailto:Ramakrishna_pidugu@rediffmail.com)

### Summary

Professional Accountant with 20 years of experience with accounts receivable and payable. Detail oriented book keeping expert with extensive experience of applying financial and managerial accounting practices including finalization of balance sheet and P& L accounts, Ledger scrutinizing, financial statement audits, reviews, full disclosure compilations. At present working as Accounts Manager in Supreme Transport Solutions Pvt Ltd from Aug2014.

### Skill Highlighting

- Bookkeeping
- Cash-flow report generation
- Budget development
- Accounting systems assessment
- Financial reporting
- Public and private accounting
- Income statement certified audits
- Individual tax returns
- Cost accounting
- General and tax accounting
- Import and export accounting

### Objective

To have a challenging & progressive career in Finance, use my potential to achieve the desired output for the organizational goals and achieve personal growth.

### Core Accomplishment

#### Accounts Payable/Receivable

- Reconciliation of Accounts payable /Accounts Receivable
- Communication with customers and scrutinizing ledgers.

#### Expense Control

- Address and resolve no-routine, complex and unexpected expenses
- Provide reliable and timely project by project expense, capitalization, and spend data for all departments

#### Tax Preparation

- Prepared corporate, partnership, personal and foundation tax returns (ITR-5, ITR6, using tax program)

#### Tax Return

- Performed tax methods applicable to business revenues and like-kind exchanges
- Prepared annual individual, corporate, trust estate, gift and partnership tax returns

#### Auditing

- Extensive experience with Financial Statements audit, reviews, compilations and audits for governmental organization.
- Conducted fieldwork audits in accordance with the firm methodology and AICPA pronouncements for non-profits and construction companies

#### General Ledger Accounts

- Maintained accounts including cash, inventory, prepaid, fixed assets, accounts payable, accrued expenses and line of credit transactions

### **Professional Experience**

**Officer, Finance &Accounts** **Peacock Home Appliances pvt ltd,Peera Garh, Delhi**

Look into : I was Monitoring accounts, finance ,sales departments. Tax filing, roc work etc.

**Officer, Internal Audit Department,** **Uttara Foods & Feeds Pvt Ltd, Chandigarh, Punjab**

December 2010 to Dec2012 (2 years)

**Role:** As an auditor responsible for controlling and **implementing Management policies** in organization.

- Computation of Service Tax, Vat returns form100, form200 in A.P State, Dvat 15,16,20 In Delhi.
- Auditing of Invoices generated & Expenses incurred
- Computation of Customs & Central Excise Duties
- Administration of Production Department including material receipts, issues, stock Statements etc.
- Administration of Purchase Department including creditors reconciliation, verification of purchase documents, quotations etc.
- ROC related work, coordinate and communicate with other departments.
- Documentation for STPI, Bonding-17, De-bonding submission to DGFT (customs act 1962)
- Supervise accounts receivables clerks, team of ten.

**Assistant Manager**

**Tazarica Beverages Pvt. Ltd.**

Sept2008 to November, 2010 (2 Years)

**Role:** As an accounts Manager responsible for **creating** and **managing** the **Financials statements** and related **book keeping** and documentation in the organization.

- Managed accounting operations, accounting close, account reporting and reconciliations.
- Supervised accounts receivables clerks, team of eight
- Performed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software.
- Compiled financial reports pertaining to cash receipts, expenditures and profit and loss.
- Performed complex general accounting functions, including preparation of journal entries, account analysis and balance-sheet reconciliations.
- Prepared accurate financial statements at end of the quarter.

**Assistant Registrar- Accounts**

**Aurora Education Society**

June 2005 to Sept 2008 (3 years)

- Guide firm reconciliation, payroll, annual bonus, pension funds,
- Prepared annual reporting & management of investments.
- Review accountants book entries to ensure accuracy of G/L. Reviewed collection reports to determine the status of collection and the amounts of outstanding balances.
- Reconcile bank statements to client's books and prepare financial statements from client documents.

**Sr. Accounts Officer**

**M/s Legend Drugs & Formulations Pvt. Ltd**

Oct 1998 to April 2004 (6 years)

- Preparation of balance sheet, Profit & Loss A/c

- Maintain loan accounts and calculation of interest
- Preparation of commercial Invoicing for vendor
- commercial VAT & central excise tax related calculation and application
- Management information report like to get product, vendor, sales & region wise (marketing) summary report and comparative report
- Inventory control preparation, monthly quarterly inventory report

**Accounts Officer**

**Shree Baidhyanath Ayurved Bhawan Ltd.**

April 1993 to August 1998 (5 years)

- Prepare book entries to ensure accuracy of G/L.
- Prepared collection reports to determine the status of collection and the amounts of outstanding balances.
- Reconcile bank statements to client's books and prepare financial statements from client documents.
- Received , recorded the book entries
- Bank cash, checks and vouchers

**Educational Summary**

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**Academic Qualification:**

- **B.Com** from Nagarjuna University-1993 (69%)
- PG Diploma in **Business, Administrative & Management** from **Andhra Pradesh Productivity Council**-1999 (57.5%)
- Diploma in **Computers in Office Management** from IGNOU -2000 (70%)
- **MCA** from IGNOU-2005 (58%)

**Accounting Tools:**

- Tally5.5 & 7.5
- Tally ERP 9.0
- Oracle financials
- Becon
- Brevo
- ERP

**Office Tools**

- Ms –Word
- PowerPoint
- Ms Excel
- MS Outlook

**Other certification:**

- C#.net, AsP.net from ILOGIC

**Personal Information**

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Date of Birth	03-08-1973
Passport No	E8793407 / Indian
Marital Status	Married
Interests & Hobbies	Sports, Reading dailies, Browsing net.
Languages	Hindi, English, Telugu

**Reference** : Mr.Harish Aggarwal – director – Supreme, Ms. P ragya – ICICI Lamard - 09820280235

**P.S.Ramakrishna**