

# RESUME

## **DURGAPRASAD APPIKONDA**

Jaya Enclave -502  
Dwarkapuri Colony Near Saibaba temple,  
Punjagutta,  
Hyderabad-500082.

Mobile: **9963585974.**

Email: **durgaprasad3813@gmail.com**

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### **OBJECTIVE:**

Looking forward to work with an organization, which utilizes my skills, strategic thinking and leadership abilities that enable me to work towards organizational goals, and reach higher positions.

### **ACADEMIC QUALIFICATION**

MBA (Finance) from Xaviers Institute of Business Management Studies.Hyderabad,  
Pursuing(2022-2024).

**B.com** (Computers)-May 2017 to 2020, from S.R.V.B.S.J.B.M.R.Collge affiliated to Adikavi  
Nannayya University, Rajahmundry. .

**Intermediate (MEC)** –May 2017, from Prism junior .Collge, kakinada affiliated to Board of  
intermediate, Andhrapradesh.

### **TECHNICAL SKILLS:**

- Operating system : Windows XP/VISTA/2000 to Windows 10
- Accounting Packages : MS-Office 2003 To Microsoft Office 2019, Tally  
Prime,focus,SAP,ERP

### **WORK EXPERIENCE:**

Worked as Accounts Executive M/**s. Manikya Sri Interiors.,**  
Somajiguda,Hyderabad From: Apr 2019 to June 2020.

- Preparation of Payment / Receipts / Journal & Other Voucher.
- Preparation of Vendor balances reconciliation on monthly basic.
- Maintenance of day to day Stock verification and Stock dispatches.
- Handling Petty Cash.
- Age wise analysis of vendors.
- Answer Helpdesk queries from vendors and internal partners via phones and emails.
- Transactional Processing for Purchase order and non purchase order backed invoices.

Execute Payment run as per the company guidelines...

### **WORK EXPERIENCE:**

Worked as Accountant **M/s. KSN DAIRY.,** Rajahmundry.  
Period: July 2020 to Dec 2020.

### **Roles & Responsibilities**

- Preparation and posting of day to day Bank transactions.
- Monthly Bank Reconciliation of all Bank transaction.
- Preparation of Stock Statement.
- Preparation of Sundry Debtors & Vendors reconciliation.
- 3way Matching, PO, GRN etc.,
- Day to Day Stock Inventory Updating Summary Reports.

TDS & Service Tax Computations challan filling

### **GST-Work Profile**

GST R-1 & GST-3B Online filling.  
GST R2-A Reconciliation Monthly wise (B2B Invoices)  
GSTR-9 Reconciliation  
GSTR-7 on TDS Credits reflected checking and uploading.  
Apply for GST-Refund.

### **Additional-Work Profile**

Making the monthly payment of TDS and quarterly filling of returns  
Making the monthly payments and challans of ESI, PF .  
Maintaining books of Assets and Advances  
Stock Inventory

### **Work Experience:**

Working as. Accounts Officer at **M/s GOWTHAM SAI INFRASTRUCTURES.,**  
(Hyderabad)  
From: January 2021 to NOVEMBER 2022

### **Roles & Responsibilities:-**

- Bank Reconciliation Various Banks of the accounts day to day tally.
- Day to day Checking GR/IR. And General Ledger.
- RA Bills site wise checking and Age wage analyzing.
  
- Vendors Ledger balance checking and as on dated closed.
- Posting monthly expenses entries like Office Maintenance, Staff Welfare, Other expenses, invoice booking.
- GST R-1 & GST-3B Online filling.

Assisting in preparation of **Balance Sheet.**

### **Accounts & Finalizations of Year Ended Closing Accounts.**

#### **Profit & Loss A/c:**

Closing Stock Valuation  
Direct Expenses  
Adjustment Entries

#### **Balance Sheet:**

Sundry Creditors  
Sundry Debtors  
Provisions

Depreciation  
Booking of Indirect Expenses  
Payable Journal Entries passed

Cash-in-hand-Bank  
Fixed Assets  
Loans & Advances

Daily financial Report based on the Various Bank Reconciliation Statements.  
Inter Branches/Divisions Reconciliation of Accounts.

### **Interpersonal Skills:**

- Good communication skills
- Good at administrative skills
- Sincere and Confidence
- Belief in Hardworking

### **Work Experience:**

Working as. Senior Accountant at **MAHAVIR GROUP**, (JUBLIHILLS) From:  
26<sup>th</sup> NOVEMBER 2022 to 13<sup>th</sup> May 2023

### **Roles & Responsibilities:-**

- Bills Payable & Receivables.
- Daily Authenticating All Branches Reports.
- Sales Recon, Purchase recon, BRS.
- TDS Preparation for All Locations Wise & States Wise.
- Provident Fund Preparation & Filling and ESI Filling.
- Invoices Generating & Authorizing Director Digital Signatures.
- Balance sheet & Profit and Loss Assisting For CFO

### **Work Experience:**

Working as. Senior Account's Executive at **NSL RENEWABLE POWER PRIVATE LIMITED.**, (Hyderabad) From: 18th May 2023 to Till

### **Roles & Responsibilities:-**

- P2p Cycle Process.
- GSTR1 & 3B Filling and Preparation For Workings.
- TDS Workings Preparations and Genius Filling Data.
- MIS Reports Preparing For Banking.
- Documentation For Purchase Bills & Sales Invoices Physically.
- Annual 3CD Workings As per Profit & Loss Expenditure.
- Employees Salaries Data Preparation and Reporting to HR Department

### **PERSONAL PROFILE**

Name : A.DURGAPRASAD  
Father : A.VENKATA RAMANA  
DOB : 9<sup>th</sup> JULY 1998  
Marital Status : Single  
Languages known : Telugu, English & Hindi

Permanent Address : H.No:1-136,  
Vill:Peddanapalli,

Mdl:Yelleswaram(M),EAST GODAVARI DIST,**533431.**

**DECLARATION:** I hereby declare that the above-mentioned information is best to my knowledge.

**Place:** Hyderabad

**( A DURGAPRASAD)**