

RESUME

B. Vijaya Laxmi

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OBJECTIVE

Looking forward a challenging career, where there is professional Growth and chance to work with committed and dedicated people, who would help me to realize my potential as well as growth of the organization.

PROFESSIONAL SUMMARY

Overall 10+ years of experience in Finance & Accounts.

Strong Experience in Tally ERP and Tally Prime

Knowledge in SAP FICO S4 Hana & SAP ECC 6.0

Currently working with "**Supra Engineering Works**" as Accounts Executive at Cherlapally, Hyderabad from 14th Sep 2022 to till Date.

Worked as Asst Manager with "**Bondada Engineering Private Limited**" at Kapra, Hyderabad from 01st May 2017 to 18th Aug 2021.

Worked as Account with "**Aster Teleservices Pvt. Ltd**" at Dr.AS Rao Nagar, Hyderabad from July 2012 to March 2017.

Academic Record:

- B.Com (Computer Application) from Osmania University with an aggregate of 60% marks (2000-2003).
- Intermediate from Board of Intermediate Education with an aggregate of 68% marks (1998 - 2000).
- S.S.C from Secondary School of Education Board with an aggregate of 59% marks (1997-1998).

Computer Skills:

- Knowledge in SAP S4 Hana
- Knowledge in SAP FICO (ECC 6.0)
- Tally Prime
- Tally7.2 & Tally ERP9
- MS Office (MS word, Excel)

Career Objective:

Excellent, organizational, self motivated, optimistic, disciplined, team spirit, group leading, capability and always willing to learn.

Job Responsibilities & Description

Accounts:

- *Verifying and accounting of Journal Vouchers, Supplier and Vendor bills, GST entries, TDS entries, Debit Notes, Credit Notes Debtor Receipts and Payments bill wise accounting.*
- *Accounting of Employee Salaries entries, ESI, PF, Bonus & Gratuity Entries, F&F entries also.*
- *Creation of General Ledgers, Customer Ledgers, Vendor Ledgers & Cost Centres in Tally.*
- *Issuing of Purchase Orders based on Supplier / Vendor Quotations.*
- *Accounting of Supplier/Vendors bills and Process the payments.*
- *Scrutiny of Cost Centres & Ledgers.*
- *Ontime Filing of GSTR 1 & TDS Returns.*
- *Generating of e-invoice along with e-way bill.*
- *Preparation and accounting of Provisions and WIP.*
- *TDS, GSTR 1 & GSTR 3B Filing.*
- *Maintaining of Fixed Asset Register.*
- *Calculating and accounting of Depreciation and Depreciation Reserve.*
- *Arrive book value and accounting of Profit / Loss on sale of Asset.*
- *Reconciliation of BRS of all Bank Accounts.*
- *Suppliers & Customers Reconciliation.*
- *Preparation of cash inflow and out flow statement.*
- *Preparing Debtors and Creditors Statements.*
- *Preparation of Weekly Finance MIS report.*
- *Follow up for Debtors Outstanding with Customers.*
- *Supporting to team at the time preparation of Financial Statements.*
- *Coordinating with the Auditors during the Internal Audits.*

Personal Profile:

Name : Bairoju Vijaya Laxmi
Marital Status : Married
Nationality : Indian
Languages Known : English, Hindi & Telugu
Mobile No : 9553225155 & 9000266913
Permanent Address : Plot no. 23,
RL Nagar, Rampally
Kesara Mandal.
Medchal – Malkajgiri – 501301.

Declaration:

I hereby declare that above furnished details are true to the best of my knowledge.

Vijaya Laxmi.B