

CURRICULUM VITEA

UPENDER KOKKALA

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Objective:

To work for an organization that will provide me challenging tasks and best career growth in the field of Finance, Accounting, Audit & Taxation and work with sheer dedication, commitment, hard work and utilize my education and experience meaningfully and contribute my utmost efforts in discharging duties sincerely and diligently to achieve the goals of the organization.

Academic Qualification:

- M.com (finance) from Sardar Patel College Secunderabad .
- CA-Articleship.
- B.com (Computers) from Sri Navabharath Degree college, Bhongir.
- Intermediate (CEC) from SSVN Jr College Bhongir.
- SSC from ZPHS Bibinagar.

Professional Work Experience:

Company: Lancesoft India Private Limited

Employment Period: July 2021 to present.

Role in the company: Executive Finance & Accounts

Area handled:

- Maintenance of books of Accounts periodically.
- Filing of Monthly GSTR-1 and GSTR-3B returns for all locations of the company across India and also for group companies.
- Preparation of reconciliation of GSTR-2A and GSTR-2B.
- Preparation and filing of GSTR-9 Annual return and GSTR-9C(with Auditor).
- Ensuring Compliance of E-Invoicing.
- Raising the E-Invoices to customers, from all locations of the company across India.
- GST Registration, Additions in the registrations, and Amendments in the registration.
- Verification and processing of Supplier's & Contractor's bills with supporting documents and internal guidelines(Procure to Pay).
- Receivable management(Order to Cash).
- Reconciliation of Debtors/Creditors SOA(Statement of Account)
- Maintained Branch Accounts
- Ensuring Compliance with TDS Provisions & GST provisions.
- Preparation of TDS workings.
- Assisting in preparation of MIS reports on monthly basis in submission to Top level management.

- Maintenance of books of accounts periodically and co – ordinate with different agencies on need basis.
- Assisting in preparation of replies in respect of Income tax and GST related notices on need basis.

Company: Tulip Granites Private Limited, Hyderabad.

Employment period: December 2017 to July 2021.

Role in the Company: Junior Accounts Executive.

Areas handled:

- Assisting in preparation of Annual Reports as per the Applicable Laws and Regulations prevailing in India.
- Maintenance of books of accounts periodically and co – ordinating with different agencies on need basis.
- Remittance of TDS, Service Tax, Sales Tax and Income Tax to Revenue departments on timely basis.
- Preparation of TDS Returns workings, Service Tax Returns, Sales Tax Returns and Income Tax returns with respective revenue departments on timely basis.
- Preparation of Cash flow statements on Monthly basis and submit to the Top Management.
- Assisting in preparation of MIS Reports on Monthly basis and submitting to the Top Management.
- Verification of Suppliers & Contractor's bills with supporting documents and internal guidelines.
- Processing of Suppliers & Contractor's payments on a timely basis.
- Payroll
- Maintained Branch Accounts.
- Assisting in preparation of replies in respect of Income tax and GST related notices on need basis.
- Preparation and filing of PF, ESI, PT, with respective revenue departments on timely basis.
- Generation of E-Waybill.

Company: V Ramaiah & Associates, Chartered Accountants, Hyderabad, Telangana, India

Employment period: July 2017 to December 2017.

Role in the Company: Sr. Audit Consultant.

Areas handled:

- Conducting Statutory and internal audit of manufacturing, Infra companies and service organizations.
- Conducting Tax audits and filing of tax returns of various companies and partnership firms.
- Statutory payments compliance audit for various companies.
- Filing of income tax returns of clients.
- Ensuring Compliance of TDS Provisions & Service Tax provisions.

- Assisting in preparation of financial statements, including monthly and annual accounts.
- Assisting in preparation of financial management reports, including financial planning and forecasting.

Company: Meenavalli & Associates, Chartered Accountants, Hyderabad, Telangana, India.

Employment period: February 2013 to February 2016.

Role in the Firm: Article Assistant.

Areas handled:

- Conducting Statutory and internal audit of manufacturing, Infra companies and service organizations.
- Conducting Tax audits and filing of tax returns of various companies and partnership firms.
- Statutory payments compliance audit for various companies.
- Filing of income tax returns of clients.
- Ensuring Compliance of TDS Provisions & Service Tax provisions.
- Assisting in preparation of financial statements, including monthly and annual accounts.
- Assisting in preparation of financial management reports, including financial planning and forecasting.

Computer Literacy:

- Packages: Tally Prime, Tally ERP 9.
- Operating Systems: Microsoft Windows XP, Vista and Windows 7 and 8.
- Office and Others: MS Office.

Strengths:

- Leading a team and management of given resources is an inbuilt quality with sounding communication.
- Able to work individually with minimal supervision or as part of a team.
- Ability to work to tight deadlines and control a number of projects at once.
- Positive attitude and self-motivated.

Personal Details:

Name: K UPENDER

Father's Name: K KRISHNA

Date of Birth: 03rd June, 1986

Gender: Male

Nationality: Indian

Passport No.:

Languages Known: English, Hindi and Telugu.

Address: H.No.2-9-135/2, Bharath Nagar, Uppal, TS-500039.

DECLARATION:

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Place: Hyderabad.

Date :

(K. UPENDER)