

**MANIKANTA ANALA****Mobile** : 91- 8555858632**Email** : [manikanta.anala@gmail.com](mailto:manikanta.anala@gmail.com)

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**Job Vision: To contribute my best services to organizational development and personal development with good and positive attitude.**

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**Professional Synopsis**

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- ❖ Streamlining workflow & creating team work environment to enhance productivity.
- ❖ Strong analytical, problem solving and organizational abilities & possess a flexible and detailed oriented attitude.
- ❖ Keen planner, strategist & implementer with demonstrated abilities in Transition of activities and their implementation.

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**Employment History**

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**Previous Organization : Vasudha Enterprises****Designation : Accountant****Duration : June-2016 to July-2018****Roles and Responsibilities:**

- Recording monthly revenues and expenses.
- Perform monthly reconciliations, records daily cash activity, prepare, review and analyse monthly financial statements.
- Invoice preparation for inward and outward stocks.
- Maintaining accounts of account receivables, account payables, stock accounts.
- Process bank reconciliations and financial reports to verify practice of proper due diligence.
- Handling cash and deposits using the proper accounting procedures and documentation.
- Process payroll, electronic deposits and employee pay adjustments.
- Maintaining and reporting daily accounts i.e. petty cash expenses, office administrative works

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**Internship**

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- 3 Months internship with TATA POWER SOLAR SYSTEMS LTD in Internal audit and Analytics department where my role is to analyse the Inflationary conditions of raw material procurement and make reports for the users.

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**Project**

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- Finance Data Analysis of Purchase orders made in TATA POWER Solar Ltd. In order to verify the inflation impact on the company and making the respective reports for the users.
- A Study on Financial data of LG ELECTRONICS on working capital management

## **Key skills**

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- ✓ Have a quality for adopting new concepts of studies as well as responsibilities
- ✓ Able to achieve immediate and long term goals
- ✓ Can create a comfortable learning environment
- ✓ Easily get involve with the new people
- ✓ Communication skills

## **STRENGTHS**

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- ✓ Honest
- ✓ Hard Working
- ✓ Willingness to learn new things
- ✓ Positive Thinker
- ✓ Quick learner

## **Education Credentials**

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- + MBA- Adikavy Nannya University, Rajahmundry, passed out in 2020 with of 7.5 GPA.
- + B.COM – Adikavy Nannya University, Rajahmundry, passed out in 2016 with aggregate of 58%.
- + CA – CPT Passed out in Jan 2012 with aggregate of 63%.
- + Intermediate – Master Minds junior college , Rajahmundry passed out in 2013 with aggregate of 83%.
- + SSC – Sri Shirdi Sai V.N School , Rajahmundry passed out in 2010 with aggregate of 70%.

## **Certifications**

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- + Enterprise Resource Planning – Tally from SSI Institute
- + Microsoft Office

## **Personal Vitae**

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**Date of Birth** : 30th March 1994

**Address** : 10-101, Sarswathi School Street, Venkatgiri, Hukumpeta,  
Rajahmundry, East Godavari, A.P 533107

**Mobile** : +91- 8555858632

**Place** : Rajahmundry

**Date** :

**All the information that is furnished above is true to the best of my knowledge.**

**Manikanta Anala**