

# Curriculum Vitae

## **Pathakamuri Srikanth**

New Anupama Boys Hostel  
Yella Reddy Guda, Ameerpet,  
Hyderabad-500 073

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## **OVER VIEW :-**

To seek a challenging position in an organization by utilizing my skill, knowledge and learning and to work with full determination. Have good interpersonal communication skills, excellent and adaptability to all kind of environment.

## **CAREER CBJECTIVE :-**

To add value in the concerned area and to generate perfect business & achieve extra-ordinary result for the development of concern and self.

## **EDUCATIONAL QUALIFICATIONS:-**

- **MBA** from JNTU, Kakinada with 81% in 2016
- **B.COM** from Acharya Nagarjuna University with 79% in 2014
- **Intermediate** from Board of Intermediate Education in 2010
- **10<sup>th</sup> Class** from Board of Secondary Education in 2008

## **WORK EXPERIENCE :-**

**Total Experience: 4 Years**



**ROLE: Junior Executive - Accounts Payables (26 Sep'2019 to Present)**

## **JOB RESPONSIBILITIES :-**

- Procure to pay Process
- Accounts Payable - Invoice Processing
- Vendor Payments
- Vendor ledger Reconciliation and vendor Ageing Report
- Daily MIS Report
- Support to Audit Team

## 2. *Srinivasa Farms*

**ROLE: Accounts Executive (01 Aug'2018 to 14 Sep'2019)**

**JOB RESPONSIBILITIES :-**

- Accounts Payables & Accounts Receivables
- Purchase & Sales Entries Updating and Reconciliation
- Vendor Payments and Customer Receipts
- TDS Payments and Monthly TDS statements
- GSTR 3B Monthly Report
- Project Accounting and ABG & PBG documents maintaining
- Monthly CAPEX & OPEX Expenditure Report
- Maintain Petty Cash & Daily transactions statement
- Keep on tracking with vendor's bills & Payments processing
- Bank Reconciliation
- Prepare Monthly MIS Report
- Debtor & Creditors Ledger Reconciliation
- Prepare Weekly & Monthly Creditors & Debtors Report

## 3. EAPPIDI TECHNOLOGIES PVT. LTD.

**ROLE: Junior Accountant (01 Oct'2016 to 28 Jul'2018)**

**JOB RESPONSIBILITIES :-**

- Accounts Payables
- Accounts Receivables
- Vendor Invoice Processing
- Vendor Payments and Customer Receipts
- Monthly TDS Payments
- Maintain Petty Cash & Daily transactions statement
- Bank Reconciliation Statement
- Support to Audit team

### **ACHIVEMENTS: -**

- Received “Excellent performer” from organization.
- Learnt 4 different sectors invoice processing in a short period of time.

### **TECHNICAL SKILLS: -**

- Ms-office
- Tally ERP.9
- SAP

### **KEY SKILLS: -**

- Ability to perform tasks individually and as well as in a team
- Adaptability in different environments
- Good Multitasking abilities
- Efficient organizational, time management and prioritization abilities
- Self-Motivated

### **AREA OF INTEREST :-**

- Playing chess
- Reading news paper

### **PERSONAL DETAILS :-**

Name : P.Srikanth  
Father's Name : P.Sambasivarao  
Date of Birth : 03-07-1993  
Sex : Male  
Marital Status : Single  
Nationality : Indian

I, srikanth do hereby that information given is true to the best of my knowledge.

Place:

Date:

**(P.SRIKANTH)**

