

SUDHAKAR REDDY D.V
Sr. ACCOUNTANT

dvsreddy0106@gmail.com
H/p: +965-99930711



Objective

To be professionally associated with an organization this provides me a challenging Career that assists in further improving my skills and achieving goals of an organization

Career Summary

- ❖ Over all 23+ years of experience, which include 15+ Years of Accounting experience in Kuwait and 5 years experience in Malaysia and 3 years experience India.
- ❖ **Having good knowledge of Accounting Packages**

Experience Summary

- ❖ Working as an **Sr. Accountant** for **German Press Company, Kuwait** from July'2009 to till date.
- ❖ Worked as an **Accountant** for **Nathan Metal Trading SDN BHD., Malaysia** from Jan' 2006 to Feb'09.
- ❖ Worked as an **Accountant** for **Carpet Rajah (M) Sdn. Bhd., Malaysia** from Sep'2003 to Sep'2005.
- ❖ Worked as an **Accountant** for **Ashapura Garments Pvt.Ltd., India**, from Jan'2002 to July 2003.
- ❖ Worked as an **Assistant Accountant** for **B.R. Associates, India** from Aug'2000 to Dec'2001

Educational Qualification

- ❖ **Master of Commerce** from Osmania University, India.
- ❖ **Bachelor of Commerce** from S.V. University, India.
- ❖ **Diploma in Commercial Computer Applications**

Technical Qualification

Operating Systems : Windows 98/2000/NT/XP
ERP : SAP R/3 Version **4.6B, 4.6C, 4.7E**
Product Focus : SAP R/3 FI/CO
FI module : General Ledger Accounting (**GL**), Accounts Payable (**AP**), Accounts Receivable (**AR**), Asset Accounting (**AA**).
CO module : Cost Element Accounting (**CEA**), Cost Center Accounting (**CCA**), Internal Orders.
Application Packages : MS Office
Accounting Packages : Focus 6, Focus 9, Tally, Ex-Generation and **User Business System**.

ACCOUNTING EXPERIENCE

Company#1

Company : **German Press Company, Kuwait**
Designation : Sr. Accountant
Duration : July'2009 to Till Date
Software : Accounting Package Focus 6.& Focus 9

Job Responsibilities:

- Maintain petty cash
- Maintain Bank ledger
- Maintain Receipts and payments
- Purchases, Purchase Returns
- Delivery Notes
- Sales Invoice
- Sales returns
- Bank reconciliation statements
- Updating 3 Sister concern companies' financial transactions.
- Staff Salaries
- Prepared quarterly and annual Schedule, financial statements, payment schedules and financing schedules
- Accounts Finalization (Trail Balance, Profit & Loss A/c, Balance Sheet)
- **Preparing Financial Reports every month:**
 - Sales Order wise Invoices
 - Sales Order wise Invoices Salesman Wise
 - Salesman Commission
 - Customer Outstanding
 - Statements of Accounts.
 - Supplier Summary Reports

Company#2

Company : **Nathan Metal Trading SDN BHD., Malaysia**
Designation : Accountant
Duration : Jan'2006 to Jan'2009.

Job Responsibilities:

- Maintaining Cash & Bank books.
- Maintenance of Purchase & Sales ledger.
- Maintenance of Stock Register.
- Maintenance of Customers & Vendors accounts ledger.
- Bank reconciliation statements.
- Preparing Sales invoices
- Maintaining Customer Accounts.
- Preparing Monthly Reports: Sales, Purchases, Sales Returns, Purchase Returns, Stock, Credit Note, Debit Note
- Preparation Profit & Loss statement & Balance sheet

Company#3

Company : Carpet Rajah (M) Sdn. Bhd., Malaysia.
Designation : Accountant
Duration : Sep'2003 to Sep'2005

Job Responsibilities:

- Maintaining Cash & Bank books.
- Maintenance of Purchase & Sales ledger.
- Bank Traction.
- Sales invoices
- Preparing monthly payroll.
- Customer Accounts.
- Preparing Monthly Reports (Sales, Purchases, Stock, Outstandings)
- Checking stock monthly wise.
- Profit & Loss statement & Balance sheet

Company#4

Company : Ashapura Garments Pvt.Ltd., India.
Designation : Accountant
Duration : Jan'2002 to July 2003

Job Responsibilities:

- Maintaining Cash & Bank books.
- Maintenance of Purchase & Sales ledger.
- Maintenance of Stock Register.
- Maintenance of Customers & Vendors accounts ledger.
- Transactions of Banking (A/c Payments, A/c Receipts).
- Preparing Sales invoices & Customer Accounts Maintaining.
- Preparing Monthly Reports (Sales, Purchases, Sales Returns, Purchase Returns, Stock, Outstandings region wise, Credit Note, Debit Note)
- Preparation MIS Reports (Daily and Monthly) of stock.
- Internal audit of stores department (checking stock monthly wise)
- Preparation Profit & Loss statement & Balance sheet

Company#5

Company : B.R. Associates., (Sales Tax Consultants)
Designation : Assistant Accountant
Duration : Aug'2000 to Dec'2001

Responsibilities:

- Maintenance of Books of Accounts manually
- Audit of cash book & day book
- Verification of Journal Vouchers
- Verification of Sales Registers and Purchase Registers
- Preparation of Bank reconciliation statements
- Reconciliation of Customers accounts Vendor Accounts
- Preparation Profit & Loss statement & Balance sheet
- Preparation of Sales Tax Returns and filing of Sales Tax returns
- Preparation of Income tax returns for Individuals and firms and companies

Personnel Details:

Father's Name : D.C. Venkata Reddy
Date of Birth : 01-06-1975
Nationality : Indian
Marital Status : Married
Visa Status : Transferable Residence 18 Visa