**NatarajYasam**

ysnataraj1@gmail.com

+91 8095844380

Skype Id: 8095844380

**B.com (CA) with 10+ year of experience in the field of Accounts& Finance- Dept.**

**OBJECTIVE:**

To achieve a challenging position in Accounting and Finance Management in a result-oriented company, where acquired skills and education will be utilized towards continued growth and advancement.

**TECHNICALSKILLS: -
COMPUTER SKILLS :**MS OFFICE-2010
**ACCOUNTING SKILLS :** TALLY ERP 9, Dynamic Micro soft AX ERP End user **Educational:-**

**Highest Degree Held:**B. Com (CA), from Feb 2018 to Aug 2020

**B .com 2011 65 %**

**Inter 10+2 2008 63 %**

**SSC 2006 60 %**

**CURRENT EMPLOYER**:

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| --- | --- |
| **Current Employer :**M/s FibertexPvt Ltd from Feb 2018 To Jan 2021 |  |
| **Work Experience :3Years** |
| **Skills :** Accounts, Finance &Statutory compliance  |
| **Industry :** Manufacturing and Trading (Imports & exports) |
| **Category :** Sales & distributions  |
| **Roles :**Accounts Manager |
| **Notice Period :** **Current CTC :6.48 lakhs PA** |
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|  |  |
| --- | --- |
| **Previous Employer :**M/s BLUE GINGER from May 2015 to Feb 2018 |  |
| **Work Experience :3 Year 9 months** |
| **Skills :** Accounts, Finance &Statutory compliance  |
| **Industry :** Service & trading |
| **Category :** Finance & Accounts, statutory |
| **Roles :**Accountant |
| **Current CTC: 3.6 lakhs PA** |
| **Previous Employer :**M/s GPRS SOLUTION from March ’2010 to April’2015 |  |
| **Work Experience : 5 Years** |  |
| **Skills :** Accounts, Finance & Statutory compliance  |  |
| **Industry :** Service  |  |
| **Category :** Finance & Accounts, statutory |  |
| **Roles : Sr.** Accountants **Current CTC : 3.0 lakhs PA****SUMMARY: -**As being Head of “Accounts & Finance” dept. My job objective is to verify books of accounts i.e. daybook, ledger book on daily basis & approve all payment vouchers. Gathering MIS of all Deport/Projects & merging into consolidation MIS & sending the same to Top Level Management on daily basis, Reconciliation of books of accounts of Deportments with Head Office books on monthly basis with support of Assistant Managers & other staff Checking & Approving of Weekly Fund Requirement/Liability statements of Deportments and am working for reputed Trading & service Company.**WORK EXPERIENCE DETAILS: -**\* Financial planning,Cashflow, Budgeting & Collections of Accounts Receivables of all Branches and Corporate by managing from Corporate office & interacting with Branches on day to day basis in all accounts & finance related activities. Familiar with Branch Accounts and Corporate Accounts procedures. Updating and Finalization of Account Books, Auditing and familiar with all accounts procedures. Getting bank LC and other bank works knowledge of Sales/Goods and Service Tax /PT/PF/ESI/Income Tax matters. Can design MIS base upon organization activities on daily DFR (Daily Financial Report), weekly and monthly basis.\* Having Experience in records to Repost (International level )\* Setting up a suitable accounting system & policies as per requirement of the Company needs starting from voucher preparation, data entry to the finalization of books \* Preparation of Periodical Profit & Loss A/c, Trail Balance, Balance Sheet and MIS as per activity of the organization. \* Knowledge of TDS formalities and deductions. \* Conducting Statutory audit and Internal audit and Preparation of audit Report as per Companies Act. \* Responsible for closing of accounts, submission of all necessary reports to the top management.\* Preparing Bank Reconciliation Statements for reconciling Cash & Bank balances involving Active coordination with bank authorities.\* Check the amounts to be paid and received by an organization & bank daily cash flow.\* Keep records of financial transactions & customer account details up to date. \* Proficient in handling a wide spectrum of accounts & finance activities encompassing bank transactions, office administration, bank reconciliation statements. \* Well versed in maintaining all types of documents, & Knowledge in Import & Export\* An excellent communicator with good interpersonal skills**.****\***Accounts Payables ,Accounts Receivables And RTR **“Knowledge In GST Act 2017 “****Project Works Done:****Project Name: S & Co** **Project Team : 4** **Project Designation : Manager** **Project Place : Aalborg Denmark** **Project Status :Completed** **Project Duration : 7 Days** **Project Summary :** Analysis of Financial statements to report RTR, EBIT , EBT and Cashflow**Project Name : T K Engineering****Project Team : 15****Project Designation : Manager****Project Place : Guwahati****Project Status :On going** **Project Summary :**The project was mainly to supply the material of Geo Bags which was send the Brahmaputra Revere (to avoid to floods) |  |

**NATURE OF DUTIES:-**\* Maintaining of cash book, preparation of financial statement like sundry creditor sundry debtor.
\* Maintaining bank statements like favorable balance and overdrafts.
\* Preparation of Trading account, profit and loss account and Balance sheet.
\* Pay Roll system and maintenance of all the details of the company
\* the details of issues and receipts and operating the practical aspects of Trading Company, Financial Company and Manufacturing Company.

**PROFESSIONAL SKILLS:**

* Quality of Adaptability.
* Ability to work with the team.
* Self Confidence and positive attitude.

**STRENGTHS:**

* Believe in self-confidence and hard work.
* Positive attitude towards learning new things.
* Good negotiation skills.
* Adapt to learn new technologies and adaptable for working environment.

**Personal Profile:-
NAME :** Y.Nataraj **DATE OF BIRTH :** 02/03/1991 **FATHER'S NAME :** Y.V.Shekharappa **SEX :** MALE **MARITAL STATUS :** Married **LANGUAGES KNOWN :** Telugu, English, Hindi, Kannada& Tamil  **NATIONALITY :** INDIAN

**PASSPORT NO : Z4106441
PERMANENT ADDRESS: Y.Nataraju**
 Kurnool (Dist.)

 Andhra Pradesh

**Declaration: -**I hereby declare that the information furnished above is true to the best of my knowledge and belief.

(Y. Nataraj)