

**Details of Appointment :** (For office use only – Do not write on this page)

Name	K. SATYANARAYANA.
Salary	9,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month <span style="border: 1px solid black; padding: 2px;">Pray Pay regular conveyance as per conveyance chart.</span>
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> Rs. 300/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" type="checkbox"/> Pay ESI & PF
Probation Period	<input type="checkbox"/> 3 months <input checked="" type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April
Employee company	Mehita & Modi Homee .
Designation	Accountant .
Site	SOB - site office .
Date of joining	11/8/06 .
Report to	H/O for 1 day. to understand database .
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificated <input checked="" type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from <u>India Motu park.</u> <input checked="" type="checkbox"/> Reference letter from <u>AS Tech.</u> <input checked="" type="checkbox"/> Reference letter from <u>Baba Group .</u> <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Husband of SUBHA PRADHA - Accountant of Modi Builders .  WORK : * Collection . + housing loan coordination . * some site Audit & Account .

Sign: Jh Moh

Date: 13/7/06

Ref:- Mrs. Subhama (Husband)  
(Mod. Boudon Accountant)

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Asst. Mgr (CP) / Sr. Accountant
Date of application	

**Personal Details**

Name	K. SATYANARAYANA		
Age	34	Date of Birth	30.01.1972
Fathers Name	K. NARASIMHACHARI		
Address for Correspondence	1-8-185, First Floor, Chakkadapally, Hyderabad.		Rented
Phone no. for correspondence	040-27650285 9440440359		
Permanent Address	1-8-185, First Floor, Chakkadapally, Hyderabad.		native of Vijayawada

Own home purchased at Silver Springs

Remarks: (For office use only - Do not write in this box)


**Education**

Degree	B. Com.		
Name of college	Satavahana College		
Location	Vijayawada.		
Year	1993	Medium of Instruction	English.

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Saptagiri Junior College		
Location	Vijayawada		
Year	1990	Medium of Instruction	English

Name of school	Railway Mixed High School		
Location	Bifragunta, Nellore District		
Year	1987	Medium of Instruction	Telugu

He is good, but expecting high salary + conveyance.

M

Other courses or training	MS - OFFICE ACCOUNTING PACKAGES
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Remarks: (For office use only - Do not write in this box)

*Dally Jr, Poon, HEG, PAAJEE*

**Computer Skills**

MS Office:  Excellent  Good  Avg.  Learnt but never worked on it  Nil

MS Word:  Excellent  Good  Avg.  Learnt but never worked on it  Nil

MS Excel:  Excellent  Good  Avg.  Learnt but never worked on it  Nil

Auto CAD:  Excellent  Good  Avg.  Learnt but never worked on it  Nil

Other:

**Two Wheeler**

Make	<i>TVS Victor.</i>	Year	<i>2002.</i>
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Family Details	Name	Age	Occupation	Company
Father	<i>K.N. Achar</i>	<i>62</i>	<i>Retired.</i>	<i>Railway Retired Employee</i>
Mother	<i>K. Vijaya Lakshmi</i>	<i>58</i>	<i>Home work</i>	
Wife / Husband	<i>K. Subha</i>	<i>28</i>	<i>Asst Manager</i>	<i>Accts. Modi Builders Ltd.</i>
Brother / Sister	<i>Prada</i>			
Brother / Sister				
Brother / Sister				
Brother / Sister				

*2 brother in software field. one in the US & the other in Bangalore*

*One brother in USA & 1st floor in Bangalore, Bengaluru*

**Salary Details**

Last Drawn Salary	<i>Rs. 10,000 P.M.</i>		
Above salary Included	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	<i>Rs. 10,000 P.M. + mobile + Conveyance.</i>		

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**Experience & Employment Details**

Years of experience in relevant field	11 years.
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Name of Company	India Motor Parts and Accessories Ltd.		
Duration of employment	5	From date: May 95	To date: Aug 2000
Location	Vijayaaswada, Hyderabad, Cuttack		
Designation	Branch Accountant.		
Last drawn salary	5500/-		
Brief Description of work	Handling Cash and Bank works. Stores Management. Day to Day accounting works, monthly reports generation and sending to HO.		
Reason for leaving	Transferred to Cuttack due to health problems. resigned.		

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Name of Company	A S Technology (P) Ltd.		
Duration of employment	5	From date: Sept'00	To date: March 2004
Location	H Secunderabad.		
Designation	Accounts Manager		
Last drawn salary	6500/-		
Brief Description of work	Handling of Import Correspondents. Day to Day Accounting and Bank works. All ending audits. Finalisation of Accounts.		
Reason for leaving	For better exposure.		

**Remarks:** (For office use only - Do not write in this box)


Name of Company	Baba Group of Companies			
Duration of employment	2. Account Officer	From date	April 10/04	To date: 7th date.
Location	Hyderabad			
Designation	Accounts Officer			
Last drawn salary	10,000/-			
Brief Description of work	Central Excise, Sales Tax, Works, Fructification of accounts.			
Reason for leaving	better exposure.			

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(Disturbance)

1. Container Manufacturer - Customer care Asian paints & H.P.C.L. Plants at Hyd, Delhi etc. Turnover 100 cr. HD in HYD. To far from Home. Accountants. all accounts Officers. looked after 2 companies.

Name of Company				
Duration of employment		From date:		To date:
Location				
Designation				
Last drawn salary				
Brief Description of work				
Reason for leaving				

Remarks: (For office use only - Do not write in this box)


## CURRICULUM VITAE

**SATYANARAYANA KUMMARAGUNTLA**

H.No.1-8-185, First Floor,

Chikkadapally,

**HYDERABAD – 500 020.**

E-mail : [satyanarayana\\_kum@yahoo.co.in](mailto:satyanarayana_kum@yahoo.co.in)

Mobile : 9440440359

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### WORK EXPERIENCE & JOB PROFILE

1. Working with **M/s.BABA GROUP OF COMPANIES** as **Accounts Officer** since April 2004. Reporting to Manger – Accounts & Finance. This is a Container Manufacturing Industry having units at different locations with about Rs.100 Crores Turnover, manufacturing of MS & GI Drums for Paints, Pesticide and Irrigation Industries.

2. Worked with **M/s.A S Technology (P) Ltd.**, as **Accounts Manager** from September 2000 to March 2004. Reporting to Managing Director. This is a Trading Organization of IT Peripherals having turn over of 1.5 Crores PA.

3. Worked with **M/s.India Motor Parts & Accessories Limited** as **Branch Accountant** from May 1995 to August 2000. Reporting to General Manager–F&A at Head Office. This is a well reputed TVS Group of Companies trading automobile spares across the country through their branches with a branch level turnover of Rs.50 crores.

### WORK PROFILE IN THE ABOVE COMPANIES :

#### **Accounts :**

- Trained under manual and computerized environments.
- Attending daily bank transactions and managing of funds.
- Maintaining of Cash and day to day expenditure.
- Maintaining of Books of Accounts both data entry and reconciliation.
- Preparation of Debit/Credit Notes.
- Preparation of Bank Reconciliation Statement.
- Preparation of monthly Sales Tax and Vat Returns.
- Preparation of Monthly Salary Statements and distribution of salaries.
- Maintaining of E.S.I & P.F. records.
- Preparation of Sundry Debtors & Creditors statements.
- Preparation and Execution of Letter of Credits and Bills of Exchange.
- Preparation of monthly budget and controlling of expenditure.
- Making of TDS payments and preparation of TDS Certificates.
- Attending all Government Departmental works.
- Attending Internal and External Audits and clarification of quarries.
- Finalization of Accounts and filing of I T Returns

**Ware House :**

- Preparation of Inventory Statements for Bank Limits.
- Maintaining of Inventory Records and Stock Reconciliation.
- Preparation of On Order and On Hand statements of materials.
- Preparation of Insurance and Warranty Claims.
- Handling of Import Consignments.

**Central Excise :**

- Maintaining of Central Excise Records and preparation of monthly returns.
- Attending Central Excise Audits.
- Preparation of materials consumption statements.
- Valuation of Closing Stock.

**PERSONAL INFORMATION**

Educational Qualification : Batchelor of Commerce  
Knowledge in Computers : MS-OFFICE.  
Tally 7.2, Focus5, Ace, Tata Ex-NGN.  
Father's Name : K Narasimhachari  
Date of Birth : 30-01.1972.

  
K SATYANARAYANA