

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Senior Accountant		
Date of application	24/04/23.		
Application through	☐ Advertisement	☒ Referred by:	Jayaprakash Friends (Haribabu) Iwala Shops And

Personal Details:

Full Name	KOLLI SRI HARI REDDY.		
Age	47 years	Date of Birth	01.05.1976.
Fathers Name	KOLLI KRISHNA REDDY.		
Address for Correspondence	Flat No. 102, Abhisheer Towers. East Kakatiya Nagar, Neredmet, H/O		
Phone & Mobile	9848871241.		
Permanent Address	- Same as above -		
Aadhar number	889489437794	Category	SC / ST / BC / Open ✓

Education:

Post Graduation			
Name of college			
Location		Percentage marks	
Course type	☐ Regular Course	☐ Correspondence Course	
Year of completion		Medium of Instruction	English / Telugu / Hindi

Degree/ Diploma	B.COM.		
Name of college	PBN College, PONNUR, GUNTUR DIST		
Location	GUNTUR DIST	Percentage marks	60%.
Course type	☒ Regular course	☐ Correspondence Course	
Year of completion	1996. 2000	Medium of Instruction	English / Telugu / Hindi ✓

Name of Inter/ Jr. College	PBN College, PONNUR		
Location	GUNTUR	Percentage marks	.
Year of completion	1992 1997	Medium of Instruction	English / Telugu / Hindi ✓

Name of school	ZPHS SCHOOL, MODUKURU		
Location	GUNTUR	Percentage marks	.
Year of completion	1990	Medium of Instruction	English / Telugu / Hindi ✓

Description of other courses or diploma	Accounts Package Tally - Prime
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Computer Skills:

MS Office	☒ Good ☐ Average ☐ Poor
MS Word	☒ Good ☐ Average ☐ Poor
MS Excel	☒ Good ☐ Average ☐ Poor
Auto CAD	☐ Good ☐ Average ☐ Poor ☐ N.A.
Email	☐ Good ☐ Average ☐ Poor
Other	

Two Wheeler / Car:

Make	HERO	Year	2023
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Family Details:	Name	Age	Occupation/ Study ^{was}	Company/ Education institution
Father	K. KRISHNA	69	Supervisor Supervisor in Sug	company
Mother	Sheshamma	50		Not working
Wife / Husband	K. VIJAYALAXMI (40)		House wife	
Brother / Sister	K. SURESH	18	Student	
✓ Brother / Sister	K. VIJAY Bhaskar Reddy	22	Private job	
Brother / Sister				
Son / daughter	Supriya	18	Inter - Chaitanya	70,000/- per Bp.c.
Son / daughter				
Son / daughter				

Meddhal
Stays
with
Brother

Salary Details:

(Copy of 1 yr bank statement of salary account will have to produce at the time of employment)

Last Drawn Salary	40,000
Does the above salary include:	ESI: ☐ Yes ☐ No PF: ☒ Yes ☐ No
	Conveyance: ☐ Yes ☐ No Mobile Allowance: ☐ Yes ☐ No
Expected Salary	40,000/-

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				☐ Yes ☐ No
Surety 1:	Name	Hanibabur	Company	Bham Jewellers
	Designation	Coowner & Admin	Your Relation	Friend.
Surety 2:	Name	Subbarao	Company	Perma Cement
	Designation	Accountant	Your Relation	Friend.

Commitment

Can you commit to work for a minimum of 2 years?	☒ Yes ☐ No
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Experience & Employment Details:

Years of experience in relevant field

24 years

Name of Company	RG BUILD MART INDIA PVT LTD.		
Duration of employment	2 years	From date: 23/03/2021	To date: 20/03/2023
Location	MAYAPUR.		
Designation	Accounts Manager.		
Last drawn salary	40,000		
Number of employees in the company / branch?	85	Number of employees in your dept. or division?	8 member
Brief description of work handled by you.	Gst returns, TDS return Bank reconciliation, ESI & PF RETURNS.		
Reason for leaving	I am staying in Noida, office location to far, which is in mayapur.		

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

Name of Company	Nandeta Granites-TIMBER INDIA		
Duration of employment	10 years	From date: 01/06/2012	To date: 30/11/2021
Location	OLD BOWEN PALLY.		
Designation	Accountant.		
Last drawn salary	22000		
Number of employees in the company / branch?	54	Number of employees in your dept. or division?	05
Brief description of work handled by you.	vat, cst, and Gst Returns work has done by me. PF and ESI works.		
Reason for leaving	Due to childrens education. to far on his shifts		

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

Name of Company	HI-TECH MODERN HIGH SCHOOL		
Duration of employment	13 years	From date: 01/09/1999	To date: 01/05/2012
Location	OLD BOWENPALT, FIDELITY		
Designation	ACCOUNTANT & ADMON.		
Last drawn salary	15,000		
Number of employees in the company / branch?	102	Number of employees in your dept. or division?	10
Brief description of work handled by you.			
Reason for leaving			

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

Name of Company	HI-TECH CONSTRUCTIONS		
Duration of employment	02 years	From date: 5/01/1998	To date: 10/04/1999
Location	OLD BOWENPALT, SEC-BAD		
Designation	ACCOUNTANT		
Last drawn salary	10,000		
Number of employees in the company / branch?	12	Number of employees in your dept. or division?	02
Brief description of work handled by you.	SITE EXPENSES, MAINTAINED		
Reason for leaving			

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

Ask for additional sheets if required.

Experience & Employment Details:

Years of experience in relevant field	
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Name of Company	Bommidala Trading		
Duration of employment	10 months years	From date: 01/11/1997	To date: 01/08/1998
Location	Bangalore		
Designation	Office Assistant		
Last drawn salary	6000		
Number of employees in the company / branch?	20	Number of employees in your dept. or division?	02
Brief description of work handled by you.	Office Tobacco Purchase and bookling documents has maintained		
Reason for leaving			

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

Name of Company				
Duration of employment	_____ years	From date: .../.../.....	To date: .../.../.....	
Location				
Designation				
Last drawn salary				
Number of employees in the company / branch?		Number of employees in your dept. or division?		
Brief description of work handled by you.				
Reason for leaving				

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

Remarks by Admin.: (For office use only – Do not write in this box)

Background – Personal	☒ Good ☐ Average ☐ Poor
Background – Work	☒ Good ☐ Average ☐ Poor ☐ NA
Personality	☒ Good ☐ Average ☐ Poor
Appearance	☒ Good ☐ Average ☐ Poor
Communication skills	☒ Good ☐ Average ☐ Poor
Recommendation	☒ Employ ☐ Reject ☒ Short list & decide later
Recommended salary	
<i>10/2</i> <i>15</i> <i>look good</i> <i>AST</i> <i>IT etc</i> <i>labour etc</i> <i>Balance sheets</i>	

Remarks by Divisional Manager: (For office use only – Do not write in this box)

Relevant experience	☐ Good ☒ Average ☐ Poor ☐ NA
Knowledge of subject	☒ Good ☐ Average ☐ Poor
Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	
<i>AMW</i> <i>24/4/23</i>	

Remarks by MD (For office use only – Do not write in this box)

Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	<i>about 35k</i>
<i>APPROVED BY</i> <i>24 APR 2023</i> <i>SOHAM MODI</i> <i>MANAGING DIRECTOR</i>	

Offer Details

Salary offered	<i>36000/-</i>	Date of joining	<i>26/4/23</i>
Remarks:	<i>[Signature]</i>		

DECLARATION

From:

Date: 24/04/2023

K. SRI HARI REDDY
Nizammal, HCL.

To,
HR Manager,
Modi Properties Pvt. Ltd.,
M.G. Road, Secunderabad-03.

I have submitted my bio-data/ resume for a suitable post in your company and its associated firms/subsidiaries.

I hereby certify/declare that the details given herein are true to the best of my knowledge.

In case the information given by me is found to be un-true, I will be liable for consequences thereon.

I shall provide proof of last drawn salary as and when requested.

I shall provide letters of good conduct/recommendation from past employers as and when asked for.

I further undertake to work for a minimum period of 2 years, if I am offered employment in your company.

Thank you.

Yours sincerely,

Signature K. SRI HARI REDDY

Name: K. SRI HARI REDDY

Place: HYDERABAD

Date: 24/04/2023

CURRICULLUM VITAE

K.Srihari Reddy

Age: 44 years

E-mail: ksreddy102@gmail.com

Mobile : 9848871241.

Address: Flat No.102, Abhishek Towers, East Kakatiya Nagar, Neredmet, Secunderabad - 500056.

Career Objective: To work good enterprising environment, to learn new things and to achieve good working standards.

Educational Qualifications:

B.com : From Nagarjuna University
DCA : From Deepthi Computer Academy, Hyderabad.

Technical Skills : Lower Grade in English

Software Packages : MS-office

Accounting Packages : Tally Erp 9

Languages Known : Telugu, English and Hindi

Major Strengths :

- Having good experience in supervision .
- Having ability, zeal to learn new things.
- Having ability to work for long hours .
- Ability to take up any kind of office job.
- Good team player.

Work Experience:

	<u>Organization</u>		
	RG BUILD MARI INDIA P LTD.	2021	till date
1.	Nandita Granites	June 2012	2021 till date
2.	Hi-tech modern High School, Sec-bad.	Sep 1999	may 2012
3.	Hi-tech constructions, Sec- bad	Oct 1998	sep1999
4.	Bommidala Trading, Bangalore	Nov 1997	Aug 1998

Nature of Duties:

- Vouchers verification and processing or payment.
- Book keeping of day to day transactions through maintenance of following books:
- Cash book, Bank book, petty cash book.
- Preparation of Bank reconciliation Statement on periodically basis to know the exact liquid position of the company.
- Preparation of profit and loss a/c and Balance sheet with schedules.
- Preparation and presentation of Receipts and payments.
- Assisting to the management / Auditors in finalization of accounts.
- Filling Gst returns and Income tax returns.
- Assisting to management in Sales tax and income tax assessment work.
- Preparing of Tds and proper filing with authorities.
- Preparation and keeping update information of TDS Certificates (Form 16 A) Form 16 (salaries) for issuance on proper time schedule.
- Preparation and filing of e- TDS returns.
- Preparation of payroll statements and disbursement of salaries .
- Preparing of provident fund, ESI, PT Challans, Annual returns and attending to the assessments. .

Skills and proficiencies:

MS. Word

Ms Excel

Planning and scheduling

Written communication

Personal Details:

Father's Name : Sri. K. Krishna Reddy

Date of Birth : 1st May 1976

Place of Birth : Ponnur, Guntur District

Marital Status : Married

Mother Tongue : Telugu

Other Activities : Can drive Two wheeler, car

Permanent Address: Flat No.102, Abhishek Towers,
East Kakatiya Nagar, Neredmet,
Secunderabad - 500056.

Place : Hyderabad

Date : 24/04/23.

K.Srihari Reddy .

Name of the Candidate: KOLLI SRI HARI
Post Applied for : Accountant

Date of Interview: 24/04/2023
REDDY

1. Rate of depreciation for the following items:

<u>Name of the Asset</u>	<u>Rate of Depreciation as per IT</u>
a) Furniture	- 10% ✓
b) Cars	- 15% ✓

2. X is paid salary to Y Rs.10,000/- in cash. What entry you will pass?

Ans:

CASH - DR	10,000
SALARY	
TO X	10,000

Y- 10,000
 TO CASH - SALARY

3. A is purchases steel with Y on credit. What entry you will pass?

Ans:

PURCHASES DR
 TO Y

4. B is sold cement to D in cash. What entry you will pass?

Ans:

CASH DR
 TO D.

5. What are the Three Types of Accounts?

- a) REAL ACCOUNT
- b) Personal Account
- c) NOMINAL ACCOUNT

6. What is Input Tax Credit (ITC) in GST?

Ans:

which is incurred while purchasing material

7. What are the different types of GST?

Ans:

IGST, CGST, SGST

8. Explain briefly - Journal Voucher in Accounting?

Ans:

this is Adjustment entry

9. Abbreviate accounting terms debit and credit?

Ans:

Debit means an entry recorded as payment made or owed. Credit is an entry that shows money has been received.

10. What is balance sheet?

Ans:

which is summary of liabilities and assets.

Name of the Candidate: K. SRIHARI REDDY
Post Applied for : Accountant

Date of Interview: 24/04/2013

11. Have you ever heard about TDS, Explain?

Ans: ~~Yes~~ Yes, Tax deducted at source. Whenever we are taking service we should deduct

12. What is Tally accounting? the from an end.

Ans: which is Accounting package.

13. Explain the basic accounting equation?

Ans: All debits equal to credit

14. What are the TDS rates for the following payments:

Type of Payment	TDS %
a) Interest	10%
b) Contract	1% Firms, Individual - 2%
c) Commission	10%
d) Professional charges	10%

15. Write a simple letter to bank to waive off the bank charges (Assume as an Accountant.)

To
The Manager.
ICICI, Hyderabad
Sub: Request to waive off the bank charge
Dear Sir,
with reference to the above I here
by requesting to you, kindly waive off
the bank charges as we are Associate
costs since long back, which are very
burden for us.
Therefore I request you please waive off
the bank charges as requested. I shall
be grateful to you to waive off the bank charges.
Thanking you Sir.
Yours faithfully
K. S. R. H. R.

Note to candidate:

Interview Candidate need to wait for 3 to 4 hours to show patience. (1st round)
Basing on the above marks candidate will be selected for final round.



भारत सरकार
GOVERNMENT OF INDIA

Issue Date: 12/04/2013



కొల్లి సరి రెడ్డి

Kolli Sri Hari Reddy

పుట్టిన తేదీ / DOB : 01/05/1976

పురుషుడు / MALE

Mobile No. 9848871241

8894 8943 7794

VID:9120 4703 7737 0101

ఆధార్ -సామాన్య ప్రజల హక్కుల



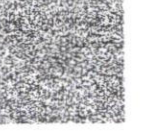
भारतीय विशिष्ट पहचान प्राधिकरण
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

Download Date: 02/05/2023

విరునామా:
S/O: కొల్లి కృష్ణ రెడ్డి, 29-1440/2/2/102, అభిషేక్
తౌఫీక్ అప్పారెడ్డి, ఈస్ట్ కాకతీయనగర్ & గౌర, నేరేడ్డూల్,
రామకృష్ణ పురం, హైదరాబాద్,
తెలంగాణ - 500056

Address

S/O: Kolli Krishna Reddy 29-1440/2/2/102 abhishek towers
apptments near east kakatyanagar neredmet Ramakrishna
Puram Hyderabad Telanga la - 500056



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