

Good
MMR
15/5/19.

Scanned

Communication - merge
Subject - merge
Shortlisted

MMR
23/5/19.

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Sr Accountant		
Date of application	23/05/2019		
Application through	☐ Advertisement	☐ Referred by:	Sivathimadom Consultancy

Personal Details:

Full Name	Siripuram Paishanker		
Age	34 years	Date of Birth	09/07/1986
Fathers Name	Siripuram Gopal		
Address for Correspondence			
Phone & Mobile	8121832671		
Permanent Address	H.N.O R 25-40/90 Street No 3 East Anand Bagh NMDC Colony Malakpet Hyd-47		
Aadhar number		Category	SC / ST / BC / Open

Own house.

Education:

Post Graduation	MBA Finance		
Name of college	Prof. Ram Reddy Centre for Distance education		
Location	Campus OU	Percentage marks	58%.
Course type	☐ Regular Course ☒ Correspondence Course		
Year of completion	2011	Medium of Instruction	English / Telugu / Hindi

Degree/ Diploma	B.Com Computers		
Name of college	Rani Rudrama Degree & Polytechnic College		
Location	Vidyamahal	Percentage marks	56%.
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion	2006	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	Frobley Jr College		
Location	Lalaper	Percentage marks	58%.
Year of completion	2003	Medium of Instruction	English / Telugu / Hindi

Name of school	Mercy's Model High school		
Location	East Anand Bagh	Percentage marks	56%.
Year of completion	2001	Medium of Instruction	English / Telugu / Hindi

Description of other courses or diploma	

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	Honda unicorn	Year	2006
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Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	S. Gopal	63	Retired	Intermediate (Pvt Mechanic)
Mother	S. Vimala	62	Housewife	Intermediate
Wife / Husband	S. Venkateswari	32	Housewife	B.Com
Brother / Sister	P. Sushma	33	Job	B.Sc Maths
Brother / Sister				
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

Salary Details:

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

Last Drawn Salary	19500/- in Bank and 8000/- in cash		
Does the above salary include:	ESI: ☐ Yes ☒ No	PF: ☐ Yes ☒ No	
	Conveyance: ☐ Yes ☒ No	Mobile Allowance: ☐ Yes ☒ No	
Expected Salary	28,000/- (25000/-)		

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				☒ Yes ☐ No
Surety 1:	Name	Prasanna Kumar	Company	Anurag shopping mall LLP
	Designation	Accountant	Your Relation	
Surety 2:	Name	Sai Kumar	Company	Anurag shopping mall LLP
	Designation	Accountant	Your Relation	

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	12 Years		
Name of Company	Sree Sai Balaji Laminates		
Duration of employment	7 years	From date: 15.06.2006	To date: 31.12.2013
Location	Moule - Ali		
Designation	Accountant		
Last drawn salary	10,000/-		
Number of employees in the company / branch?	200 No's	Number of employees in your dept. or division?	15 No's
Brief description of work handled by you.	Entries of Purchase, Sales, Cash & Bank Stock Statement, Outstandly report of Sundry debtors, Vat & Central Excise Payment & Book Keeping		
Reason for leaving	Good Job.		

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

Name of Company	Foster Billelong High International School		
Duration of employment	2 years	From date: 04.01.2014	To date: 31.03.2016
Location	Bail		
Designation	Sr. Accountant		
Last drawn salary	18000/- in basic and 2000/- Conveyance & Lunch		
Number of employees in the company / branch?	300 No's	Number of employees in your dept. or division?	10 No's
Brief description of work handled by you.	Entry of fees receipts for cash payment bank paymt Tds deduction & online filing of Tds returns Salaries Entries banking in Tally & reports of income & expenditure projection for Next academic year		
Reason for leaving	Contract Job		

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

Name of Company	Anuger Shopping Mall LLP		
Duration of employment	3 years	From date: 05/05/2016	To date: 14/05/2019
Location	Mallapally		
Designation	Sr Accountant		
Last drawn salary	19500/- in Bank + 5000/- in Cash monthly		
Number of employees in the company / branch?	380 No's	Number of employees in your dept. or division?	8 No's
Brief description of work handled by you.	Entry of Sales, Purchase, gold purchase & sales entries bank receipt entries, Cards reconciliation Payment to the parties outstandig Report Monthly Report		
Reason for leaving	Personal work.		

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)

Ask for additional sheets if required.

DECLARATION

From:

Date: 23/05/2019,

S. Jaishankar

H.No 25-40/90 Street NO 3

East Anand Bazar. NMDA Colony
Malakpet Hyd-47.

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 S. Jaishankar

Name: S. Jaishankar

Place: Secunderabad

Date: 23/05/2019.

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	

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	

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

Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	<i>Two km is Revised.</i>
<i>BNC & SSCUP</i>	
<i>↑ ↑</i>	
<i>now later</i>	
<i>✓</i>	



Offer Details

Salary offered		Date of joining	
Remarks:			

S.JAI SHANKER

Hno.25-40/90, street No.3
East Anand Bagh Nmde colony

Emailid:jaishankersiripuram@gmail.com
Phone no:8121832671

To be an associate in a challenging environment and to take responsibilities to prove more skills out of it.

Work Experience :

Having 7 years experience in manufacturing sector and 2 years in Educational Institution and 3 Years in Trading organization.

Presently :

Working as accountant for M/s. Anutex Shopping Mall – 2016 to present date.

Present Job Profile:

- Entries of Purchase & sales Invoices
- Entry of receipts & payments of cash & bank
- Credit cards reconciliation of branches
- Preparation of bank reconsilation statement
- Tds calculation and filing of returns
- Preparation Gst workings under supervision of Gst consultant
- Preparation of balance sheet under supervision of Sr accountant.
- Preparation of payments to creditors
- Maintaing cash balances in bank
- Preparation of monthly income & expenditure statement.

M/s Foster Billabong High international : Joined as senior accountant in the year Jan 2014 at Head office located at Saket branches located at picket & Himayath nagar (2014-2016)

Foster Billabong High International school :

- Incharge for accounts department and supervision of sister concerned accounts. Preparation of monthly Profit & Loss account, cash flow and combined balance sheet of sister concern companies.
- Attending internal audit & Income tax notices
- Deduction TDS amount for contractual services & preparation of TDS certificates
- Preparation of bank reconciliation statement Budget & projection reports
- Entering of cash receipts & bank payments
- Preparation of balance sheet up to finalization of Accounts

2. Statutory Related:

- *Daily statement of funds position to the Managing Director.*
- *Co-ordination with Chartered Accountant in income tax assessments.*
Attending the internal & statutory audits

3. Accounts Related:

- *Verification & Authorization of day to day transactions*
- *Preparation of funds flow statements, monthly P& L Account and Balance Sheets.*
- *Overall responsible for accounts dept. with the help of 3 assistants at various levels.*
- *M.I.S. information required by the M.D and other directors .*

Qualifications

- M.B.A Finance from Prof.Ram reddy centre for distance education 2013
- B.Com. Graduate from Osmania university passed out in the year 2006

Achievements:

- **M/S. Foster Billabong High international school**
Stream line the books of accounts pending for 11 Months from the year 2013-2014 of 3 branches
- Calculating Tds on contractual services making payment and generating tds certificates

Sree Sai Balaji Laminates

Nature of Business organization trading organization manufacturing in polycoated paper and lamination for woven sack bags. (June -2006 to Dec -2013)

- Entering the Purchase Sales & Job work Bills.
- Placing quotation to the parties for material required.
- Looking after the Funds position of the Bank.
- Preparation outstanding Report of the Debtors at the end of the month.
- Preparation of balance sheet up to finalization
- Deduction tds and Issuing tds certificates

PERSONAL DETAILS

Father's Name	:	S.GOPAL
Date of birth	:	09.07.1986
Marital status	:	Married
Languages known	:	English, Hindi, Telugu

DECLARATION:

I hereby declare that all the above information furnished by me is true to the best of my knowledge.

DATE :
(S.JAISHANKER)

PLACE:

Name of the Candidate: S. Jaishanker
Post Applied for : Sr. Accountant

Date of Interview: 23/05/2019

1. Abbreviate accounting terms debit and credit?

Ans: Debit Means expenditure incurred to Company
Credit means Income incurred to Company

2. What is balance sheet?

Ans: Balance sheet is a statement that shows what are the assets & liabilities that are present at during closing of financial year ending.

3. Have you ever heard about TDS, Explain?

Ans: Tax Deducted at source. It is mainly apply to Contract. Serving a person renders services Tds is applicable under different sections and slab rates are applicable to them.

4. What is Tally accounting?

Ans: Accounting is systematically & properly recording of all the transaction in Tally is known as accounting.

5. Explain the basic accounting equation?

Ans: Current assets = Current liability
Current assets is showing more than current liability it is in deficit.

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

Type of Payment	TDS %
a) Interest	10%
b) Contract	2%
c) Commission	30%
d) Professional charges	10%

7. Rate of depreciation for the following items:

Name of the Asset	Rate of Depreciation as per IT
a) Furniture	15%
b) Cars	30%

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

Ans:

Salaries A/c Dr 10,000/-
To cash cr

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

Ans:

Purchase A/c Dr
To Y A/c cr

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

Ans:

Cash A/c Dr
To Sales A/c cr

Name of the Candidate: S. Paishankar
Post Applied for : Sr. Accountant

Date of Interview: 23/05/2019.

11. What are the Three Types of Accounts?

- a) Personal A/c → Debit: what comes in
Credit: what goes out
- b) Real A/c
- c) Nominal A/c

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

Ans: ITC Input tax credit is the amount which is credit Balance that is that is available with us.

13. What are the different types of GST?

Ans: Inter state → GST with in the state Cst & 1Cst is applicable
Intra state → outside the state 1Cst is applicable

14. Explain briefly - Journal Voucher in Accounting?

Ans: Journal Voucher is nothing but it doesnot effect either Cash or Bank transaction. it is an adjustment entry passed to show either Credit or Debit Balance.

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

Hyderabad
23/05/2019.

To,
The Bank Manager
HDFC Bank Ltd
Secbad.

Respected Sir,

Sub (Bank charges have been debited to our A/c for Net^{transaction})

Dear Sir,

We are operation our A/c in Secbad Branch in the Name of Modi Properties vide A/c No. , during the time of Opening A/c, we have the benefit of making Net^{transaction} Transaction without Bank Charges. But After Net^{transaction} Bank chrgs has been debited to our Account Please kindly wave off the Bank chrgs Amount.

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.

Thanking you
Yours Faithfully
S. Paishankar

Jack is taller than Peter, and Bill is shorter than Jack.

Which of the following statement would be most accurate?

- (A) Bill is taller than Peter
- ☒ (B) Bill is shorter than Peter
- (C) Bill is as tall as Peter
- (D) It is impossible to tell whether Bill or Peter is taller.

Which one of the five is least like the other four?

STOCKING - DRESS - SHOE - PURSE - HAT

Which one of the five makes the best comparison?

CAACCAC is to 3113313 as CACAACAC is to:

- (A) 13133131 (B) 13133313 (C) 31311131 ☒ (D) 31311313 (E) 31313113

If you rearrange the letter "RAPIS", you would have the name of a:

OCEAN - COUNTRY - STATE - CITY - ANIMAL

Which one of the design is least like the other four?

- ☒ (A)  (B)  (C)  (D)  (E) 

Which one of the five makes the best comparison?

Bullet is to gun as ball is to:

- ☒ BAT - SLINGSHOT - CANNON - PITCHER - CATAPULT

"If some Bifurs are Bofurs and all Gloins are Bofurs, then some Bifurs are definitely Gloins".

This statement is: TRUE ☒ FALSE - NEITHER

Which one of the designs is least like the other four?

- (A)  (B) ☒  (C)  (D)  (E) 

Which one of the five is least like the other four?
HORSE-~~KANGAROO~~- ZEBRA- DEER- DONKEY

Which one of the designs does not belong in the following series?

- (A)

A	B
D	C

 (B)

E	F
H	G

 (C)

I	J
L	K

 (D)

M	N
Q	P

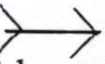
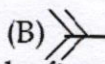
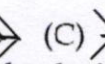
 (E)

O	R
T	S

Which one of the five makes the best comparison?
Finger is to hand as leaf is to:
~~TREE~~-BRANCH- BLOSSOM- TWIG- BARK

"John's mother sent him to the store to get 9 large cans of peaches. John could only carry 2 cans at a time. How many trips to the store did John have to make
~~4~~- $4\frac{1}{2}$ - 5- $5\frac{1}{2}$ - 6

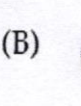
Which one of the five designs is least like the other four?

- (A)  (B)  (C)  (D)  (E) 

Which one of the five make the best comparison?

Foot is to knee as hand is to:
FINGER- ELBOW- TOE- LEG-~~ARM~~

Which one of the five designs is least like the other four?

- (A)  (B)  (C)  (D)  (E) 