

CURRICULUM VITAE

SADASIVAPET VIDYASAGAR

Proprietor : " M/s SAI KARTHIK CONSULTANCY SERVICES"

Professional Accountant - GST (MSME & ITR Auditing)

GST Certification No. GSTIN : JXOPS0425P1ZK

MSME Certification No. UDYAM-TS-25-0024012

Sports Trainer (Non Certified)

Physiotherapy (Non Certified)

Career Objective :

To become a significant contributor in an esteemed organization that provides challenging environment and opportunities to work on state of art technology and to tap my potential onto maximum extent and secure a responsible career opportunity to fully utilize my skills while making a significant contribution to success of the Organisation.

Education Qualification : -

- B Com [Computers] - [1999-2002]***

Bachelor of Commerce with Computers, Accounts as optional from Osmania University.

- B Ed [Social Studies] - [2002-2003]***

Bachelor of Education with Social Studies, English as optional from Lalit Narayan Mithila University, Darbhanga, Bihar.

- INTER [M P C] - [1997-1999]***

Intermediate with Maths, Physics and Chemistry from Board of Intermediate.

- SSC - [1997]***

SSC from Board of Secondary Education

JOB SEEKING:

GST, Auditing ,Accounts Officer, Purchase Manager And Sales Officer, Physiotherapy (Non Certified), Sports Trainer (Non Certified)

Work Experience

- **Worked as a Assistant Cost & Management Accountant in Accounts department in Global Green Company Ltd at Venkatapur from Nov 2002 to Dec 2003.**
- **Worked as a Accountant & Trans Connect Manager in Trans Connect department in Reliance Petro Marketing Pvt Ltd at Nizam Shahi Road,Osman Gunj Hyderabad from January 2004 to May 2008.**
- **Worked as a Accounts Manager in Shriram Chits Pvt Ltd at Zaheerabad since May 2008 to March 2011.**
- **Worked as Accounts Executive in Dr. Reddy`S Laboratories Pvt. Ltd. From April 2011 to August 2011**
- **Worked as sales officer in Automotive Manufacturers Pvt Ltd.(Mahindra & Mahindra Ltd. Payroll) from September 2011 to February 2012.**
- **Worked as Purchase Executive in Mungi Engineers Pvt Ltd from March 2012 to May 2013.**
- **Worked as Accountant in Dream India Builders And Developers Pvt Ltd from July 2013 to March 2018.**
- **Proprietor of Own GST Consultancy Office named "SAI KARTHIK CONSULTANCY SERVICES" from April 2018 to till date.**

Key Skills:

- **Project Accounting.**
- **Dealing with bank for all types of Tender Bonds & Guarantees.**
- **Trial Balance (Ledgers Balances).**
- **Income statement, Balance Sheet ,Cash Flow.**
- **Keeping accounts of customers account(Debtors)**
- **Keeping accounts of Suppliers Account(Creditors).**
- **Preparing salary of all the Employees of the Company (Payroll)**
- **Bank Reconciliation Statement(BRS-Banking).**
- **Management information system(MIS).**
- **Computers:-Ms Office (Ms Access, Excel ,Word ,Power Point)Ms outlook-Email ,Internet & LAN.**
- **Accounting packages : -**

Tally Prime,Tally ERP 9.0,Tally 7.2.

Busy Accounting Software.

- **Computer Applications : -**

MS Windows, MS Office,Operation and Installation.

Hobbies

- **Playing Cricket, Lawn Tennis, Foot Ball (Soccer) & Trainer (Non Certification).**
- **Listening to Music**
- **Reading Books.**
- **Cooking.**

Duties & Responsibilities

- **Receive, register, verify and process all invoices and ensure transactions are correctly recorded.**
 - **Maintain and reconcile General Ledger accounts.**
 - **Monitor and review accounting and system related reports for financial accuracy and completeness**
 - **Ontime Billing Invoices distribution & follow ups for payments Collection of payments / cheques from clients.**
 - **Process monthly payroll and maintain approved payroll records.**
 - **Banking transaction by manual and online (cheque deposits ,cash receipt , payment transfer ,L/Cs, tender bonds , cheque books etc.)**
 - **Review/Preparation of daily Journal Vouchers for all expenses with all supporting documents.**
 - **Checking / Reviewing of Journal Vouchers for correctness and proper approval.**
 - **Reviewing/ Preparing Bank Reconciliation**
 - **To monitor/ petty cash of the Precast Div.**
 - **Keeping up to date record of all accounting transaction**
 - **Establish,maintain,and co ordinate the implementation of accounting and accounting control procedures.**
 - **Ensure accurate and appropriate recording and analysis of establishment expenses.**
 - **Keep up dated the financial records of the precast div.**
 - **Financial Reporting & audit preparation and Co - Ordinate the audit process.**
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Personal summary

Father's Name : Sadasivapet Ravinder
Date of Birth : 12th December 1981
Nationality : Indian
Languages Known : Telugu,Hindi, English,Marathi,Kannada
Contact Number : +91- 99606724185, +91- 9084241013
Email Id : vidyasagarsadasivapet@gmail.com
: vidyasagarsadasivpet@gmail.com

Strengths

- **Good Interpersonal Skills**
- **Confidence, patience, positive attitude, flexible, hard working,Quick Grasping and Quick Solution in revert.**
- **Self-Motivated, Honest and Committed.**
- **Good communication skills.**
- **Good earlier grasping skills and immediate reaction and response against the task.**

Extra Curricular Activities

- **Organized and Conducted Inter College events while pursuing Graduation.**
- **Actively participated in all events at University Level specially in Sports as a participant (Player) and Member (Trainer).**

Regards

Sadasivapet Vidyasagar

S/o Sadasivapet Ravinder

Permanent & Communication Address :

H.No.2-5-58,Opposite Laxmi Hospital Road,Near Bhavani Temple, Rachannapet Street,Zaheerabad, Sangareddy District,Telangana State.India.502220.
