

RESUME

SAMBA PANDU

1-126, PonniammanKoil Street
Moolanatham Village, Therani Post,
Nagari Mandal, Chittoor District-517 592

E-mail:sambam.pandu@gmail.com

☎: +91 –988 420 9677

CAREER OBJECTIVE

Desire a position where I can leverage on my technical skills and can be part of a team that works in a challenging environment.

PROFESSIONAL PROFILE

- Understanding of Financial Industry based on **11** years of experience in Accounts, Auditing, and Taxation.
- 2 years of experience in Preparation of books of accounts.
- Known for both open, friendly nature and ability to meet tight deadlines despite significant resource constraints.
- Short Learning Curve for new Technologies.
- Good Communication and Interpersonal skills.

PROFESSIONAL EXPERIENCE

- Working as Manager Finance in **M/s. Pai Viceroy (A Unit of Pai Vaibhav Hotels India Pvt Ltd)** for the period December-2018 to till to date.
- Working as a Accounts Executive in **M/s.Lemon Tree Hotels Ltd** For the period October-2017 to Nov-2018
- Worked as Accounts Executive in **M/s. Zone by the Park** (Group of The Park Hotel) from January-2017 to September-2017 (9 Months).
- Worked as a Accounts Executive in **M/s. Smeera Hotels Pvt Ltd** (Group of GRT Hotels) from March-2016 to December-2016.(09 Months)
- Worked as a Paid Assistant in **M/s. Mouli & Reddy Associates**, Chartered Accountants from July 2013 to Feb 2016 (**2 years 8 months**).

Accounts:

- Maintaining books of accounts, manual or computerized.
 - Preparing of statutory provisions, compliances with accounting standards.
 - Preparing and reviewing fund and cash flow statements.
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- Preparing Bank Reconciliation Statements.
- Preparing final accounts.
- Preparation of Monthly Report

➤ **Work Profile - Maintenance of Records**

- Daily front office bills checking
- Debtor's bills sending to concern companies on daily basis.
- OTA Receipts update for daily basis
- Credit card Tagging on daily basis
- GSTR-1 Excel sheet update daily basis
- GSTR-1 online update daily basis
- Preparing Ageing Report on daily basis
- TAC commission invoice details checking
- Preparation of Monthly Vendor Payments
- Booking Journal voucher monthly basis
- Purchase journal vouchers update for daily basis
- Verification of Vendor bills from security to purchase department.
- Handled Head Cashier
- Monthly Inventory checking in Stores

Auditing:

- Statutory and internal Audit.
- Audit working papers and documentation.
- Understanding, recording and evaluating internal control system.
- Performing substantive audit procedures.
- Compliance with auditing and assurance standards.
- Drafting audit report.

Taxation:

- Preparation and filing of returns under GST.
 - Preparation and filing of returns TDS returns.
 - Computation of total income under IT Law.
 - Procedural compliance such as TDS/TCS, interest for late payment taxes.
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EDUCATIONAL QUALIFICATIONS

- **M.Com** (University of Madras) in Chennai [2017] **73.20%**
- **B.Com** (Computer Application) SV University (Tirupati) [2013] **66.00%**
- **OA** (Office Assistantship, & Accounts) P.C.N Govt. Junior College, Nagari, A.P. [2010] **73.80%**
- **SSLC** Z.P. High School, Sathrawada, A.P. [2008] **54.00%**

AREA OF EXPOSURE

- Maintenance of Accounts
- Taxation.
- Internal Auditing.

SOFTWARE PROFICIENCY

- Package : Tally E.R.P 9, Ms Office (DCS), IDS, Alif, Webprolofic, SAP & LUCID PROMIS Typewriting (Higher)

INTEREST AND ACTIVITIES

- Reading Books, Listening Music and Playing Cricket.

PERSONAL DETAILS

Fathers name : S.Dilly Reddy
DOB : 10.02.1993
Sex : Male
Language known : Tamil, English, Telugu, Kannada, Hindi
Nationality : Indian
Permanent Address : 1-126, PonnammanKoil Street
Moolanatham Village, Therani Post,
NagariMandal, Chittoor District-517 592
Andhra Pradesh.

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place:

Date:

(SAMBA PANDU)
