**CURRICULUM VITAE**

**MOHAN RAO MERUGU**

H.No. 1-6-200/23,

Street No. 56B,

Phanigiri Colony, Chaitanyapuri,

Dilsukh Nagar, Cell: 9848719494.

HYDERABAD – 60. E-mail: mohanmerugu@gmail.com

**OBJECTIVE:**

To work in a professional environment, where in I can put my best efforts and utilize my work experience of **18+ Years** providing sufficient leverage to the Management in taking appropriate decisions and reaching new heights in professional life as well as in personal life.

**PERSONAL QUALITIES:**

Very flexible and adoptable to any kind of environment, can work individually and also in team very efficiently. Hard working with commitment and dedication. Friendly with everybody.

**EDUCATIONAL QUALIFICATIONS:**

M B A (Finance): From Nagarjuna University – 2017.

B.Com : From Nagarjuna University – 1999.

**TECHNICAL:**

Type Writing : English & Telugu

**COMPUTER AWARENESS:**

MS-Office & Internet operating system.

SAP-FI/CO, Tally ERP9, Wings & Focus 7.1.

**WORK EXPERIENCE: (Over all 18+ years)**

* AS an Accountant in KALPANA ARCHITECTS/SVS CONSTRUCTIONS from June, 02 to Aug’13**.( 11 Yrs** **)**
* As an Accountant in MADHU & ASSOCIATES from Oct’13 to Apr’14**. For Audit purpose all the companies under Madhu & Associates. (7 Months )**
* As an Accounts Officer in POWERMECH PROJECTS LTD from June’14 to Oct’16. **( 2 Yrs 4 Months )**
* As an Accountant in **PRAJAY ENGINEERS SYNDICATE LTD** from **Dec’ 2016 to May 2018.** **(1 Yr 6 Months)**
* **Presently Working as a Senior Accountant in SCINTILLA KREATIONS PVT. LTD. Advertisement Agency from June’ 2018 to till date.**

**LIST OF WORKS HANDLED:**

* **GST**  - Raising Invoices, **Filing Returns** periodically.
* **TDS**  - TDS Provision entries monthly, payment control, Filing **Qtrly Returns**
* **RA Bills** - Bill verification & accounting / reconciliation of Party Ledger
* **MIS Reports**  - Providing various Reports required by Management as needed
* **Cash / Bank** - Bank Reconciliation / PDC Report / Handling Site Petty Cash
* **Journal Entries** - Accounting Provision entries for closing the books of accounts.
* **Audit**  - Submitting Trial Balance after scrutiny to Auditors for final accounts
* **Liaising Work -**  Visiting Banks, Departments, Auditors as and when required

PLACE: HYDERABAD

DATE : (MOHAN RAO MERUGU)