

Ch. Vinay Kumar Achary

Mobile # :6370196006

Email: vinayachary920@gmail.com

PROFESSIONAL SUMMARY

Experienced General Ledger Accountant with excellent communications & computer skills. Extensive knowledge of ERP – Tally & Tally Prime including monthly reconciliations, BRS and preparation of accounting ledgers and reports.

PROFESSIONAL EXPERIENCE (Finance&Accounts) Total –2 Years

M/S . Arnapura Traders , Berhampur as a **Accountant**- Since May'22 to till date.

ROLES& RESPONSIBILITIES (Core Accounting & Reconciliations)

- ❖ Performing Bank Reconciliation Statement on daily basis.
- ❖ Filing of GST Returns monthly with reconciliation of monthly business transactions.
- ❖ Performing Debtors Balance Reconciliation .
- ❖ Reconciliation of Creditors Balance Confirmation.
- ❖ Posting of Sales & Purchase invoices.
- ❖ Monthly Stock reconciliation.

TECHNICAL & ANALYTICAL SKILLS

- Hands on efficient experience and knowledge with the **ERP – Tally & Tally Prime.**
- Preparing and following Standard Process Operating (SOP).

EDUCATIONAL QUALIFICATION

- B.COM - Berhampur University -2017-2022
- CHSE -Council of Higher Secondary Exam -2015-2017
- HSC – Higher Secondary Exam -2015

PERSONAL DETAILS

Father's Name : Ch. Anand Rao Achary
Mother's Name : Ch. Uma Devi Achary
Date of Birth : 04.09.2000
Gender : Male
Marital Status : Unmarried
Languages Known : English, Hindi, Telugu and Odia.
Current Address : Berhampur (Odisha, Ganjam),760002
Permanent Address : Berhampur (Odisha ,Ganjam),760002.

DECLARATION

I hereby declare that the above-mentioned facts are true and to best of my knowledge.

Place : Berhampur

Ch.Vinay Kumar Achary