**SRIHARSHA ADIRAJU**

Date of Birth: 13th December 1985

Linguistic Proficiency: English, Hindi and Telugu

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*Aspiring for senior assignments / managerial position in a reputed organization, where my experience and skills are utilized to the utmost level and provide enough scope to explore my knowledge to serve the organization to the best of my ability & skills.*

**Professional Abridgement**

* Astute professional with sound domain knowledge offering 7 **years** of experience; presently associated with ***L&T, Karnataka as a Accounts Officer.***
* High-Performing Professional with experience **in *Financial Accounting & Management Informating Reporting****.*

**Professional Background**

**Accounts officer at Devihalli Hassan Tollway Limited, Karnataka Since Aug’12**

**Finance & Accounts**

* Book Keeping.
* Performing month closing activites.
* Preparation of Excel financials on monthly basis.
* Maintenance of Assets Register and ensuring that all project assets are insured and damages claimed on timely basis.

**MIS**

* Expertise in preparing yearly budget.
* Preparation of Management Information Report on Periodical basis Viz Budgets and Cash Flow Projects.
* Preparation of financial statements for board, audit committee and other management review meetings.
* Statements for recognition of Project Capex & Opex under different heads of tangible/intangible assets/CWIP & Pre-ops.

**Payables**

* Verification of Contractor’s invoice and processing it.
* Reconciliation of Vendor statement of accounts.
* Resolve invoice discrepancies and passing debit/ credit notes.
* Process the accounts payables viz checks requests , wire transfers
* Produce periodical reports viz., Vendor wise ageing

**GST**

* Preparation of Data for GSTR-1.
* Submission of GSTR-1 Returns.
* Reconciliation of GSTR2 Vs. Books of Accounts.
* Preparation of summary, submission and return filing of GSTR-3B.

**Tax Deduction at Source & Other Statutory Related**

* Identifying appropriate TDS heads as per respective invoices/ bills.
* Monitor and ensure the entries for applicable TDS Rates on invoices/ advance payments.
* Ensuring timely payments of TDS within due date.
* Issuing of TDS certificates to Deductee’ s as per requirement of the IT Act.
* Timely submission of Quarterly Returns within due date.
* Reconcilation of 26AS with TDS Receivable as per books
* Preparation of Annexures required for Tax Audit and submit to management for their review.
* Handling online payments for other statutory liabilities like EPF and Professional Tax on monthly basis.

**Scholastic Credentials**

* Master in Finance and Control (Finance & Banking) from U.C.C.B.M (Osmania University) in 2010; 64%
* B. Com (Computers) from Priyadarshini Degree College (Kakatiya University) in 2006; 72%

**(Sriharsha Adiraju)**