

HANUMANTHARAJU.N

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To obtain a challenging position in a reputable organization where I can fully apply my skills and potential, while contributing to the growth and success of the organization.

Location Preferences: Bangalore / Nelamangala.

ORGANISATIONAL EXPERIENCE

Professional Experience

Junior Executive – Accounts

B M Manjunath and Associates (Chartered Accountants)

January 4, 2016 – May 31, 2018

- Handled various accounting functions including book keeping, reconciliations, and client financial reporting.

Accountant

Visionaire Lab Systems Pvt. Ltd.

January 15, 2019 – July 20, 2022

- Managed day-to-day accounting operations, ensured compliance with financial regulations, and supported month-end/year-end closing processes.

Accountant

Pentec Global Pvt. Ltd.

August 2022 – Present

- Currently responsible for overseeing financial transactions, maintaining accurate records, and supporting organizational financial goals.

Technical Skills & Accounting Responsibilities

- **Tally ERP 9, Tally Prime & Tally Prime Edit Log**
Over 6 years of hands-on experience using Tally ERP 9 and Tally Prime for comprehensive accounting functions including purchases, sales, expenditures, and bank reconciliations.
- **Financial Statement Preparation & Tax Compliance**
 - Preparation of financial statements for companies.
 - Filing of GST returns (GSTR-1, GSTR-2B, GSTR-3B), TDS, and Professional Tax (PT) within due dates.
 - Extensive experience in recording GST-related transactions and maintaining accurate Books of Accounts.
- **Accounts Payable & Receivable Management**
 - Maintaining Sundry Debtors and Creditors accounts through journal entries.
 - Monitoring outstanding receivables/payables and processing vendor payments as per agreed terms.
 - Posting and maintaining business expense records in Tally.
- **Bank Reconciliation & Trade Payments**
 - Daily bank account reconciliations.
 - Handling trade payments, including import transactions and international vendor settlements.
- **Payroll & Statutory Compliance**
 - Processing employee salaries and handling ESI and PF deductions.
 - Filing Professional Tax returns for both salaried and professional employees on a monthly basis.
- **Operational Accounting Tasks**
 - Managing payments of bills, rent, and salaries through the accounting system.
 - Maintaining physical records and documentation for audit and compliance purposes.
 - Reconciling revenue and accounting for purchases, sales, e-way bills, cash expenses, and other monthly expenditures.

- **E-Invoicing & E-Way Bill Generation**

- Experienced in generating E-Invoices and E-Way Bills in line with company sales and services.

- **Communication & Issue Resolution**

- Coordinating internal and external email communications.
- Liaising with the Commercial Tax Department to resolve any compliance or tax-related issues.

ACADEMIC CREDENTIALS

B com(2015),

Institution
University
Year
Percentage

Govt First Grade College Nelamangala.
Bangalore University.
2012-2015.
58%.

PUC(2012),

Institution
University
Year
Percentage

Murali PU College Nelamangala.
Bangalore University.
2010-12.
62%.

SSLC(2010),

Institution
University
Percentage

Lakkenhalli Govt School.
Karnataka Secondary Education Board.
72%.

Languages Known

Kannada, English and Hindi.

Place : Nelamangala.

Date : 05-06-2025.