

VENKATESH NADADHUR

Senior Accountant

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📍 Visakhapatnam, India

WORK EXPERIENCE

Senior Officer

Madras Auto Service

📅 1995 - 2023

📍 Hubli, Pune, Mumbai

- Managed stores and servers as a cashier for over 28 years, handling collections, cheques, cash deposits and withdrawals.
- Conducted bank-related tasks including BRS (Bank Reconciliation Statement), cheques return follow-up, and warranty claims processing.
- Oversaw short excess follow-up, marketing activities, ESI (Employee State Insurance), PF (Provident Fund), and HR-related work.
- Responsible for preparing monthly statements, attending to emails from head office, and ensuring inventory checks.
- Managed statutory payments and followed up on outstanding payments, including preparing cash discounts in Excel.
- Proficient in using software such as Foxprogramming and SM Soft++ for various operational tasks.
- Implemented and maintained 5S standards for efficient workplace organisation.
- Handled picking, packing, parts arrangements, and binning of materials.
- Conducted inward and outward material checkups and coordinated with transport for timely deliveries.
- Issues delivery certificates to ensure accurate and timely shipments.

Typist

Loharu Steel Industries Ltd

📅 1994 - 1995

📍 Bangalore

- Efficiently typed various documents including correspondance, reports, memos, and other materials.
- Ensured accuracy and attention to detail in typing tasks to maintain high-quality documents.
- Prioritized and organised typing taks to meet deadlines and fulfill urgent requests.
- Provided general administrative support as needed, including filing, photocopying, and faxing documents.

CAREER OBJECTIVE

Experienced professional with over 28 years of diverse work experience spanning across industries, including automobile services, steel manufacturing, and financial services. Seeking a challenging role in my hometown where I can leverage my extensive expertise in areas such as accounts assistant, administrative support, cashier operations and store management. Eager to contribute my skills and knowledge to a dynamic team while embracing new opportunities for growth and development in my familiar surroundings.

EDUCATION

Bachelor of Commerce
Accounting

Andhra University

📅 April 1994

📍 Visakhapatnam

SKILLS

- SM SOft ++
- Foxprogramming
- GAAP accounting principles
- Accounts payable
- Account receivable
- Financial reporting
- Tax accounting
- MS Office

Accounts Assistant

Shriram Investments Ltd

📅 1990 - 1991

📍 Visakhapatnam.

- Assisted in processing financial transactions such as invoices, payments and receipts.
- Managed petty cash transactions and reconciled petty cash accounts

CERTIFICATIONS

- Typewriting (Higher)
- BASIC Language, NIIT Bangalore