

# PANTULA SREENIVASULU



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## EDUCATION

### Master of Business Administration

MBA (Finance)  
Year 2017 from JNTUH.

### B com Computers

Osmania university  
2011 - 2014

## EXPERTISE

### ERP:

- Tally
- Seed flow
- Xprocockpit
- Keka Payroll Software
- focus

### MS-office

- Word,
- Excel,
- PowerPoint.

## LANGUAGE

- English
- Telugu
- Hindi

## PROFILE

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

## WORK EXPERIENCE

### Navbharat seeds pvt ltd

2023 – Present

#### Sr Accountant

- Processing purchase order, invoice, and goods receipt to ensure they match before approving the invoice.
- Invoices are matched with purchase orders and delivery receipts to ensure accuracy.
- Coordinated with vendors and suppliers to resolve any difference or issues with invoices, including overcharges, incorrect billing, or missing information and cost reduction.
- Generated and sent out invoices, monitored payment due dates, and followed up on outstanding.
- Track inventory costs and reconcile with actual usage, monitor production costs, including raw materials.

### Skyde solutions

2021 – 2023

#### Accountant

- Assigning the payments as per cheque copies and capturing payment information
- Customer relationship to ensure timely payment.
- Bank statements and Stock reconciliation
- Processing Cash receipts & payments enters.
- Analyzing the payments and finding the unidentified payments
- Research for the unidentified payments

### Mahindra and Mahindra

2019 – 2021

#### Commercial executive

- Preparing budgeting plan locations wise.
- Preparation of PO and sale invoice.
- Preparing monthly income and expenses statements.
- Preparing location wise financial report.
- Checking payment status & follow-up for vendor's payment.
- Preparing monthly MIS reports required by the management