

## RESUME

**MURALI MOHAN JASTI**

***Ready to join immediately in Pune***

jastimurali0812@gmail.com

**WhatsApp: 7666930971**

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### **PERSONAL DETAILS:**

- Total Experience: More than 25 years
- Current Location: Hyderabad, INDIA
- Date of Birth: 04<sup>th</sup> July 1971
- Gender: Male
- Marital Status: Married

### **SKILLS:**

- |                         |                    |
|-------------------------|--------------------|
| • Accounting            | • Management       |
| • Accounts Finalisation | • Marketing        |
| • Finance               | • Project Planning |
| • Taxation              | • Handling Imports |
| • Bank Reconciliation   | • Handling Exports |
| • Auditing              |                    |

### **TECHNICAL SKILLS:**

- Accounting
- MS Office
- Excel
- Tally ERP
- Focus ERP

### **PROFILE SUMMARY:**

- ❖ Accomplished professional with more than 25 years of experience in Finalization of Accounts, Cash Flow, Budgeting, Taxation, Financial Planning & Reporting, Forecasting, Accounts Payable, Accounts Receivable, General Ledger & Compliance Audit.
- ❖ Ensuring that financial records are maintained in compliance with company policies.
- ❖ Leading, mentoring & monitoring performance of team members to ensure efficiency in process operations.
- ❖ Well experienced in handling and monitoring of imports and exports with complete scheduling and documentation.

## **WORK EXPERIENCE:**

- Worked as **General Manager – Finance & Accounts** with **M/s. Vivin Drugs and Pharmaceuticals Ltd.**, a Hyderabad based bulk drug and intermediate manufacturing company from December 2004 to October 2025.

I was responsible for the following tasks:

- Total book keeping like maintaining Cash and Bank Books, Purchase and Sales Registers, preparation of monthly bank reconciliation statements.
- Preparation and finalization of monthly budgets, preparation of monthly, quarterly and yearly tax returns.
- Handling all tax matters with concern departments.
- Preparation of project reports for Bank Terms loans as well as working capital limits.
- Monitored vouchers preparation, all payments and receipts.
- Books finalization, preparation of Financial Statements like Receipts and Payments, Profit and Loss Account and Balance Sheet.
- Coordinated with Auditors for Tax Assessments and other statutory works.
- Handling of all imports and exports including complete documentation.

- Worked as Manager – Admin & Accounts with **M/s. V&K Softech Limited, Hyderabad** from June, 1999 to November 2004.

I was responsible for the following tasks:

- Complete office administration.
- Handling Vendors for all purchases.

- Total book keeping like maintaining Cash and Bank Books, preparation of monthly bank reconciliation statements.
  - Monitored vouchers preparation, all payments and receipts.
  - Books finalization, preparation of Financial Statements like Receipts and Payments, Profit and Loss Account and Balance Sheet.
  - Independently handled finalisation of accounts and annual reports for the last 3 years.
  - Coordinated with Auditors for Tax Assessments and other statutory works.
  - Attended Income Tax Assessments.
  - All correspondences with Registrar of Companies and Stock Exchanges.
  - In December 2000 the company came for Public Issue. Actively participated in almost all the works relating to Public Issue in coordination with Company Secretary, Auditor, Registrar and Lead Manager.
- Worked as Senior Accountant with **M/s. Hi-tech Automotive Components**, Vijayawada from June 1995 to April 1999.

I was responsible for the following tasks:

- Total book keeping like maintaining Cash and Bank Books, preparation of monthly bank reconciliation statements.
  - Monitored vouchers preparation, all payments and receipts, monthly sales tax returns.
  - Books finalization, Financial Statements like Receipts and Payments, Profit and Loss Account and Balance Sheet.
  - Coordinated with Auditors for Tax Assessments and other statutory works.
- Worked as Articled Clerk with Mr. Prasad P L N, FCA, Chartered Accountant, Vijayawada from Apr 1992 to Apr 1995.

- During the period visited various organisations for conducting statutory audits.
- Participated in finalisation of accounts, preparation of necessary certificates and schedules to be filed along with Income Tax returns.

**Qualification:**

**Bachelors degree in Arts** (Mathematics, Statistics and Economics) from P.B.Siddhartha College of Arts & Science, Vijayawada, affiliated with Nagarjuna University, Guntur during 1988-91.