

**NALLAPARAJU. A. N. RAJU**

C.A.O & Nodal Officer (Finance),  
Aditya Institute of Technology and Management(Autonomous),  
Tekkali - 532 201, Srikakulam (DT), A.P, INDIA.  
Tel: +91 8945 245666,  
Fax:+91 8945 245266  
Mobile: 91-9440336665,91-8125095000 & 91-9246631885  
[Nallaparju.anr74@gmail.com](mailto:Nallaparju.anr74@gmail.com) / [anjana\\_nanraju@yahoo.co.in](mailto:anjana_nanraju@yahoo.co.in)  
<http://www.adityatekkali.edu.in>

**Qualifications:**

1. Pursuing C.A. Course, Registration No: SRO - 0203424
2. M.B.A (Finance & Marketing) from Jawaharlal Nehru Technological University, Kakinada, A.P. in 2012 with 67.68%
3. M.Com (Banking) from Andhra University, Visakhapatnam A.P. in 1999 with 65.25%
4. P.G.D.C.R.S from Andhra University, Visakhapatnam, A.P. in 1995 with 65.14%
5. B.Com (Commerce) from Andhra University, Visakhapatnam A.P. in 1994 with 55.41%
6. Diploma in English Higher Type Writing
7. Diploma in Computer Application in MS Office
8. Diploma in Computer Application in Tally

**Present Position:**

Presently working as Chief Accounts Officer since 26<sup>th</sup> December 2003 & Nodal Officer (Finance) for TEQIP-II in Aditya Institute of Technology and Management, Tekkali, Srikakulam (Dist.), A.P, an Autonomous Engineering College Approved by All India Council for Technical Education, New Delhi, Permanently affiliated to Jawaharlal Nehru Technological University, Kakinada, Accredited by NBA-AICTE-New Delhi & NAAC- Bangalore, Recognized under 2(f) & 12(b) of UGC and World Bank & MHRD Project (TEQIP-II) Funded College.

**Professional History:**

1. Worked for Jagannath Institute of Technology and Management, Parlakhemundi, Orissa as Accountant from September 1999
2. Worked for Nagarjuna Constructions Ltd. Head office, Panjagutta, Hyderabad as Jr. Asst., (Accounts) from March 1998

## **Responsibilities:**

1. Handling & Maintaining Books of Accounts (Manual & Computerized)
2. Handling & Preparation of Pay Roles (Pay & Allowances Bills)
3. Preparation of Monthly & Annual Budgets of all the departments of entire Organization
4. Funds Management including World Bank & MHRD Project (TEQIP-II)
5. Preparation of MIS Reports & Financial Monitoring Reports
6. Preparation & Submission of Provident Fund, Income Tax, e-TDS, Professional Tax, Sales Tax & Other Statutory Returns.
7. Liaisoning with Banks, Other Financial Institutions and all Statutory Government Departments
8. Preparation of all financial related data for JNT University / AICTE / NBA / NAAC / TEQIP –II / AFRC / Task Force approvals, affiliations & inspections.
9. Preparation of all types of Project Works for Bank Loans
10. Supervising the entire Counseling and Admissions works

## **References**

1. CA. V. M. Rao, Chartered Accountant, V.M. Rao & Co, Srikakulam. A.P  
(Contact No,s. 91-9440195452 & 91-9248448488)
2. Dr. T. K. Ramakrishna Rao, Ex-Professor, King Khalid University, Saudi Arabia  
(Contact No.91-9441073082)
3. Dr. K. Venu Gopal, Professor & Head of the Dept of MBA, AITAM, TEKKALI.  
A.P (Contact No.91-9866663988)
4. Dr. N. B. Venkateswarlu, Professor, Dept of CSE, VISAKHAPATNAM, A.P  
(Contact No.91-9849369646)

## **Personnel Information**

Date of Birth : 10.06.1974  
Father's Name : Krishna Murthy Raju

Mother's Name	:	Saraswathi Devi
Wife's Name	:	Lakshmi
Nationality	:	Indian
Religion & Community	:	Hindu & Kshatriya (FC)
Languages Known	:	Telugu, English, Hindi & Oriya

If I got an opportunity I will prove myself to the utmost satisfaction of my authorities being energetic, enthusiastic and work-minded. I am sure that I will discharge my duties candidly, diligently and faithfully.



**(NALLAPARAJU APPALA NARASIMHA RAJU)**