

## Curriculum Vitae

**Kranthi Kumar.Adulla**

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### **Objective: -**

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

### **Summary of Qualifications: -**

Ambitious and self-motivated professional with extensive experience in CRO (Clinical Research Organization) and Office Administration and Accounting industry. Areas of expertise includes.,

- Project Management
- Stock Auditing
- Office Administration
- O2C (Order to Cash)

### **Work Experience: -**

**Company 1: Working for Parexel International India Pvt Ltd., from October 2015 to November 2020**

**Designation: - Project Finance Support Specialist**

**Process: - Accounts Receivables**

**My Responsibilities includes:**

- As a Validation Specialist, my primary responsibility is to validate all the loaded contracts in oracle with 100% accuracy.
- Co-ordinate between different partners (Contracts, Pricing and Billing) to ensure metric goals are met based on the reports created.
- Review signed contract to ensure accurate billing milestones are included in project setup.
- Well acquaintance with company's internal revenue recognition tools (PERFORM & RAFT) helping in budget forecasting.
- Responsible for managing and maintaining the accuracy and timeliness of monthly client billing in accordance with Contract specifications.
- Provide floor assistance for both Hyderabad, Bengaluru & Taipei teams as a Subject Matter Expert.
- Working closely with the Finance Business Partners to maintain/update project budgeted units based on the review of Pricing.

- Involved in Budget unit calculations and update the same across company's internal revenue recognition systems like PERFORM and RAFT with help of UDD provided.
- Work with process specialists, in-country staff, supervisor and Manager to improve processes.
- Co-ordinating in month end close activities.
- Maintain all relevant policy and governance documentation, ensuring they are updated as defined. This will include active participation in such updates and due diligence reviews.
- Experienced in O2C end to end process with special focus on billing.
- Ensure internal process controls are adhered.
- Support in the controls and validation of team activities.

My achievements: -

- Received various recognitions from Senior Leadership Team for validating the projects with 100% accuracy.
- As a Subject Matter Expert received appreciation from Line Manager, Supervisors in reducing the TAT of on-holds and rejections of project.
- Awarded as Star of the day in numerous occasions for achieving higher productivity in validating the projects.

**Company 2: Zexton IT Solutions Pvt Ltd.- From June-2010 to Feb-2013**

**Designation: - Accounts cum Administrative Executive**

**Process: - Mobile Applications Development.**

My Responsibilities includes:

- Involved in Budget preparation of company.
- Responsible to maintain petty cash, record the expenses in the books.
- To track attendance of the employees, Login and Log out timings of work hours.
- Involved in office administration works like Employees Payroll, Banking work, Stationery and housekeeping staff.
- Assist external auditors during company audit.
- Provide travel assistance to employees during client visits.

My Achievements are:

- Received appreciation award from Director in smooth conduct of office administration.
- Recognized for best services provided to common public in company conducted medical camps to provide basic medicines and other basic needs in various districts of state.

❖ **Apprentice – Ship Work:**

**From March 2009 to Jun 2010.**

Worked as Accounts Trainee (Apprentice Ship) at **M/s JBRK & Co Chartered Accountants Firm.**

- Assisting to Senior Tax Consultant in Framing Income Tax Sheets of various clients.
- Entering the accounts transactions in Tally Software.
- Filling up Income Tax Returns for both Individuals and Business Entities.
- Maintaining Daily Expenditure sheet of office.
- Filing E>Returns
- Conducting Monthly Stock Auditing at Various client offices

❖ **Educational Qualifications: -**

- MBA (Finance and HR) - Academy of Management Studies – 2015
- B. Com (Computers) - Lal Bahadur Degree College- 2008
- Intermediate (CEC) – Lal Bahadur Jr College – 2005
- SSC-Golconda High School – 2002.

❖ **Hobbies and Interests: -**

- Listening Music
- Travelling.
- Cooking.
- Watching and playing Cricket.

❖ **Skills: -**

- Good verbal and written communication skills.
- Handy experience of MS-Office.
- Knowledge of Tally 7.2 and ERP financial modules.
- Knowledge of Oracle Platform R12 and Oracle EBS Financials
- Working knowledge of OTC processes

**Personal Information**

Name: Kranthi Kumar Adulla

Father's Name: (Late) Adulla Narasimha

Mother's Name: Adulla Bhagya Lakshmi

Address: H.No. 7-15, Darga Khaliz Khan, Kismath Pur Village, Gandipet Mandal, Hyderabad, Telangana – 500086.

Date of Birth: - 12<sup>th</sup> Feb 1984

Gender: Male

Nationality: Indian

**Declaration:**

**I hereby declare that the information which mentioned above is true and correct.**

**Date:**

**Place:**

**(Adulla Kranthi Kumar)**