

Govindu Vinodkumar

Mobile: +91- 90320 82944

E-mail: govindu.vinodkumar@gmail.com

PROFESSIONAL OBJECTIVE

Self-motivated, ambitious, and goal-oriented accounting professional having 8 years of extensive work experience in an audit firm and software MNC company seeks to pursue a challenging and successful career in Finance, Accounts, Audit, Taxation, and allied areas to contribute skills efficiently towards overall success and growth of the organization.

Key Skills

Financial Accounting | Statutory Compliance & Taxation | Financial Analysis | Internal and External audit | Reconciliation of accounts | Accounts Receivable process | Accounts Payable process | ERP Systems Implementation | End-user support on functionality | Record to Report | SAP FICO | Procure to Payable | Invoicing Process | EPF | ESI | TDS | Income Tax | GST | CMA Data.

ARTICLESHIP & WORK EXPERIENCE		
<u>Name of the Company</u>	<u>Designation</u>	<u>Period Served</u>
N.S.R.A.Prasad & Co. Chartered Accountants	Article Assistant (Internship)	3 Years (May: 2013-2016)
N.S.R.A.Prasad & Co. Chartered Accountants	Accounts & Audit Executive	2 Years (June: 2016-2018)
Techno Brain India Pvt. Ltd.	Functional Consultant	1 Year 2 Months July-2018 to Sep-2019
Yalamanchili Engineers Pvt. Ltd.	Manager - Finance	2 Years 03 Months Sep-2019 to Nov-2021
Newforce Global Services India Pvt. Ltd.	Senior Accountant	Dec-2021 to Current
SUMMARY OF WORK EXPERIENCE		

1. Accounts & Audit Executive Role:

Statutory Audit:

- Testing the effectiveness and efficiency of internal controls of an enterprise.
- Analyze various components of financial statements through compliance and Substantive procedures.
- Finalizing the financial statements and preparing Audit Reports with 100% accuracy.

Bank Audit:

- Verification of the Documents regarding various types of loans such as cash credit, Housing loans, business loans and Bank Guarantees.
- Ensure accuracy of the calculations of the NPA & interest on the various types of deposits kept with the Bank.
- Physical verification of the cash, FD certificates, cheque books, etc. in the bank treasury.
- Reconciliation of the Locker Rent received with customer registers.
- Preparation of Long Form Audit Report (LFAR) & acted as team lead in various audits.

Tax Audit:

- Confirming the disclosure requirements of components in Form-3CD.
- Checking the Tax Computation of the audited entity.

Direct Tax:

- Preparation of Income Tax Returns and ensuring optimal tax solutions.
- Tax Planning for Individuals and Estimation of Advance Income Tax.
- Documentation work for Income tax scrutiny cases.

2. Functional Consultant Role:

- Handled end-user calls with ticket closure as per SLA Terms.
- Collect client project improvement requirements of ERP Package.
- Testing the accuracy of functionalities in ERP application and report vulnerabilities.
- Demonstrating the usage of new facilities available in the package to stakeholders and responded to all questions or concerns within 24 hours.
- Timely delivery of requirements and report project key metrics in monthly report to client.
- Getting payments released from the Client-Finance team.

3. Manager - Finance Role:

- RTR Operations team lead by overseeing full accounting cycle activities.
- Process Accounts Payables: Bill creation and Payment as per scheduled deadlines.
- Timely and accurate payment and support filing of statutory tasks (Monthly/Yearly) TDS, WHT (Workings, Filing and Challans)
- Payroll related Forms and Filing (Provident Fund, Professional Tax, and Challans)
- Monthly closing of books (processing journal entries, adjustments, and accruals, etc.)
- Reconciliation of discrepancies arising from system and finance records
- Preparation of Monthly performance reports Financials, Revenue listings, Aging analysis of receivables, Fund Requirement & Financial Analysis.
- Assisted and prepared schedules for audit purposes and taxation filing.
- Provided ongoing accounting and reporting support to Junior staff.
- Coordinating with auditors to finalize balance sheet and income & expenditure.
- Assisted CFO or management in ad-hoc projects where ever required.
- Oversee billing team operations as senior lead & managed receivables in the form of weekly reports to Board.

4. Senior Accountant

- Invoicing process
- MIS Reports
- Statutory Compliance
- Accounts Receivable Management

PROFESSIONAL & ACADEMIC QUALIFICATION			
<u>Course-Level</u>	<u>Month-Year</u>	<u>Institute/ Board</u>	<u>Marks %age</u>
CMA-Inter	Dec-2017	The Institute of Cost and Management Accountants of India (ICMAI)	53%
B.com	Mar-2017	Osmania University	70%
CA-IPCC	Nov-2012	The Institute of Chartered Accountants of India (ICAI)	53%
12 th	March-2009	Board of Intermediate (AP)	70%
10 th	March-2007	Secondary School of Education (AP)	73%

OTHER ACADMIC PROGRAMMES ATTENDED

- Business Orientation and Communication program conducted by ICAI
- 100 hours Information Technology Training program conducted by ICAI
- General Management Communication Skills program conducted by ICAI
- Tally ERP9 accounting application
- Focus and Wings accounting applications
- Govt of India Certification Course on PF, ESI, PT, Payroll Process Online training
- Govt of India Certification Course on MSME-Finance Modeling

COMPUTER SKILLS

- Working knowledge in MS Office
- Exposure to accounting in ERP Packages - SAP-FI/CO, Tally ERP9, and Focus

PERSONAL DETAILS

Father's Name : Jagadeeshwar
Address : 77-149-20, Payakapuram, Ajith Singh Nagar,
Vijayawada
Date of Birth : 15th March 1992
Marital Status : Married
Languages Known : Telugu & English

STRENGTHS AND CAPABILITIES

- Commitment to entrusted responsibilities & assignments.
- Ability and willingness to learn new skills.
- Communication, interpersonal and analytical skills.
- Capability to work in a team with a diverse set of professionals.
- Ability to manage work on tight schedules and achieve positive outcomes.
- Flexible to adopt new and challenging tasks.

HOBBIES


Exploring new skills & technologies, playing chess, and listening to music.

DECLARATION

Hereby declare that the above-mentioned details are true to the best of my knowledge and belief.

“Thank you for giving me the opportunity to introduce myself”

Date: 01st January 2022
Place: Hyderabad.

Yours faithfully,

(Vinod Kumar Govindu)