

RESUME

B. Sai Akhil

**Address: 9-1-33/A/5/B,
Satyam Nilayam, Prashanth Nagar,
Langer house, HYD-500008.**

**Contact no.: 8341414342
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Objective

To add value to an organization by leveraging my knowledge and skills in the areas of accounting (accounts receivable and accounts payables).

Professional Experience

Law in Order

For a period of 1 year 11 months from 07-05-2018 till present

Accounts Receivable:

- Daily deposits reconciliation.
- Daily cash receipts.
- Bank reconciliation.
- Collection of overdue invoices.
- Client refunds
- Sending daily client report.
- Weekly and monthly debtor statements.
- Client queries: Reconcile and solve client account.
- Credit card refund.
- AR reports.

Accounts Payables

- Responsible for keeping track of all payments and expenditures including purchase orders, invoices, statements, etc.
- Prepared analysis of accounts and produced monthly reports.
- Responsible for paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit.
- Responsible for maintaining historical records.
- Interacted with and responded to vendor enquiries regarding finance.
- Responsible for continuously improving the payment process.
- Responsible for reconciliation of vendor's invoice with purchase order.
- Tracking of budgets and actuals.
- Responsible for reconciliation of vendor's accounts on weekly and monthly basis.

IPOG Industrial Technologies

For a period of 3 months from 08-01-2018 to 13-04-2018.

- Compliance with Statutory Filings like PF and ESI.
- Maintenance of Stock records and Fixed Assets.
- Maintain petty cash book.

Technical Skills

- Thorough knowledge of Accounting.
- Strong analytical, problem solving & organizational ability.
- Tools: MS-Office 2013
- SAP Concur
- SAP FI
- Pronto.

Educational Qualification:

- MBA (Major-Finance Minor- Hr.) from Aurobindo Institute of Computer Sciences, Ibrahimpatnam in 2018.
- B. Com (E-Commerce) with 70% from Nizam College, Basheer Bagh in 2015.
- Intermediate C.E.C with 66% from Royal Junior College, Mehdipatnam in 2012.
- SSC with 65% from Gayatri Vidyalaya High School, Siddipet in 2010.

Achievements:

- Played for Osmania University Nationals at Punjab in Fencing (2015).
- Played junior nationals at Gwalior.
- Played at state level in fencing (2014).

DECLARATION

I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief.

SAI AKHIL BATTINI