

**D.Devika Rani**

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**Objective**

I wish to seek a quality environment, new challenges and opportunities where I can utilize my Experience & interpersonal skills and take up a challenging & responsible position and grow along with the organization.

**Experience Summary**

Having 21 years of experience in Accounts, Finance with a leading a team size of 20 members including Purchase & Stores executives in a Manufacturing, Commercial, Defence and NGOs Organization.

**Professional Summary**

- Expertise in Finalization and reconciliation, Provision of all accounts for Balance Sheet, P & L, MIS, maintaining of GST, VAT ED, ST & CST Input credits and payables, Accounts Receivables, Accounts Payable, specializing in master data, managing, Project Costing, Bank rating process & working capital limits
- Positive work attitude and Self Motivated to work independently and as well as leading the team.
- Good Team Management Skills
- Comprehensive problem solving abilities.
- Cumulative Exposure of 21 years, general management side, specially includes the domain of SAP implementation, maintenance and end-user level support for various modules like FICO, SD, MM, PS etc

**Educational Qualification**

M.Com., from Osmania University, 2001.

<b>Qualification</b>	<b>College/School</b>	<b>University</b>	<b>%</b>	<b>Year of Passing</b>
B.com	The Hindu College	Nagarjuna	68	Mar '97
Intermediate (C.E.C)	LAGJR College	Board of Intermediate Education	62	Mar '94
SSC	LAGJR High School	Board of S.S.C.	72	Mar '92

**Technical Qualification**

**ERP** : SAP R/3 7.1 Tally 9, Oracle D2K  
**Operating Systems** : Windows  
**Packages** : MS - Office

## Work Experience

Presently working for Ananth Technologies Ltd (ATL) as DGM – FAA & SAP, Stores and Purchase since June, 2010.

Company Profile: Ananth, founded in 1992 and servicing Fortune 1000 clientele since, is a global broad based Software and Hardware, Services and Solutions provider. On the IT services front we support enterprises business processes and systems, with innovative services, solutions and products. On the hardware front we specialize in the design and development of highly sophisticated aerospace subsystems and other embedded systems. Ananth Technologies has been, AS 9100B and ISO 9001:2000 certified and is actively working towards CMMI Level5 assessment.

Ananth's strength is its 750+ seasoned engineering professionals, working from R&D centers across India and design centers across the globe. Ananth's varied clientele include leaders in the areas of Aerospace, Mining, Pharma, Higher Education, Public Sector, Manufacturing and Health care. Ananth is the technology partner with a single passion: dedicating its systems expertise, and global resources to transform businesses.

Key Strengths:

### **ACCOUNTS & FINANCE, STORES AND PURCHASE EXPERIENCE:**

- Involvement in Preparation and Finalization of Balance Sheet, P&L Account, Project wise analysis, Budgetary Controls
- Preparation of MIS reports like project costing analysis, project outstanding receivables, Organization work in progress status, list of Bank Guarantees with expiry dates, list of EMD's for the projects, consolidation of Division wise order status, Sales Team Incentives, Project wise Costing Analysis including Budget vs actuals
- Involvement with Auditors for internal and statutory audits on periodical basis, providing information and reconciliations accordingly
- Preparing documentation and records for assessments of VAT & CST towards departmental notices
- Interaction with Auditors for resolving in GST notices and relation documentation
- Maintaining of statutory records, GST, VAT CST, Excise & Service Tax
- Maintained separate records and customized system for Excise & Service tax input credit and payables, as ATL use to get ED exemption certificates for many projects, hence the total procurement inputs are not valid for claiming same as to service tax
- Involvement in TDS liabilities calculations, 26AS follow ups towards TDS deductions from clients, accounting of TDS on RCM basis
- Involvement in capital items depreciation accounting as per companies and as per IT act
- Leading a team of 15 people, allotting job responsibilities, monitoring and certification of their day to day activities and book keeping as per procedures
- Interaction with MD on day to day for updating and improvement on systems and procedures
- Preparation and finalization of Qty wise Target & Achievement details of the company
- Preparation and submission of monthly Stock statement for CC limits utilization
- Preparation of Quarterly Information System (QIS) to Bank as per Banker standard forms and format contains of Companies Projections and actuals of Balance & P&L items and need to provide the companies projection also accordingly
- Playing a major role in releasing of Project Money for various requirement based on budgetary approvals

- Preparation of Budget vs Actuals for all ongoing projects as a part of MIS information to discuss on project reviews.
- Certification of Foreign exchange gain loss towards Balance Sheet process
- Involvement and preparation of Documentation towards Bank CC limits renewals and enhancement proposal
- Interaction with International standard rating corporates, handling documentation of companies credit rating process
- Participating in project reviews of all divisions of the company and presenting the status of their deliveries, realizations, and amount spend on that project, further pending on the same, to make sure of the financial status of the project to the Management.
- As a authorized person releasing import procurement POs for all approved BOMs by clients, check lists, payments, Goods Receipts and IR clearing, payment releasing authorization till PO completes the total cycle
- Playing a key role in Negotiations with vendors in terms of credit periods, prices, advance payments to PO and staggered deliveries
- Handling a stores having 30k sku items of electronic items, and designed the production module as per company requirement and made total automation process from Material inward, Inspection, Issues and Delivery

#### **SAP EXPERIENCE:-**

- Played a key role in SAP FICO, MM, SD & PS modules successful implementation with understanding of company requirements
- Developed Major reports for Management MIS information like, Budgeting, Project Costing, Work in Progress of Projects status.
- Many customizations done related to Bank information like, Stocks, QIS, foreign un hedged data, Balance Sheet related information on Exchange fluctuations, Depreciations automation, Material consumptions, Product wise sales and Purchases, statutory liabilities and inputs etc
- Developed Alert mechanism for Budget vs Actuals costing based on utilization of funds with reference to approval
- Involved in development of various Vouchers, documents and reports printing

#### **Previous Experience:**

Worked for Rashi Peripheral Pvt Ltd as Manager Accounts from July 2006 to May, 2010

Rashi Peripherals Pvt Ltd deals in Computer Peripherals with a top line of more than Rs.900 crores. It serves market verticals from Industrial Retail and Export markets. The product categories of Rashi are HP/Lenovo Note Books, Logitech Keyboards, mouse, cameras, speakers, Asus Mother Boards, Altec Lansing Speakers, HP Supplies – Cartridges and Printers, Sony CD/DVD writers, Netgear networking material, Seno Access Points, Compex LAN cards.

#### **Job Responsibilities**

- ✓ Handled Branches of Hyderabad, Vijayawada, Vizag and Rajahmundry
- ✓ Monitoring day to day activities
- ✓ Month end closing activities process
- ✓ Approvals for various payments
- ✓ Filing of VAT returns
- ✓ Processing of C forms

- ✓ Interaction with Corporate office and arranging MIS reports on various areas likes revenues, targets, achievements
- ✓ Preparation of Marketing incentives schemes
- ✓ Monthly physical stock verification
- ✓ Involvement in VAT & CST assessments and interacting with auditors and department team for completion process
- ✓ Handles internal audits for branches as part of verification
- ✓ Conducting review meetings to team for improvement in systems and procedures
- ✓ Handling of all Sales Tax matters of AP Branches VAT Assessments, PT Assessments and for Service Tax payments.
- ✓ Monitoring customer credit memos for various schemes.
- ✓ Monitoring Day to Day reports like Customers aging/ vendor reports
- ✓ Inter Branch reconciliations.
- ✓ Branch level P&L Balance preparation and reconciliations
- ✓ Supporting HO for year end activities
- ✓ Played a vital role in the implementation of GL/AP/MM/SD Modules.
- ✓ Studied the requirements of the Company, development of the systems requirements, translated the requirements in technical specifications, studied AS-IS, TO-BE process and performed GAP analysis.
- ✓ Testing new forms and reports based on test cases.
- ✓ Handling of Online Bank Reconciliation of AP Branches.
- ✓ Utilization of various Sales reports from SD Module to see the growth of the organization and to analysis the Profitability of the company.
- ✓ Utilization of various MM reports to over view the Product Group wise analysis,
- ✓ Involvement in GR/IR Clearings.

## **NGOs Experience**

### **Worked as Accounts Officer in CWS from Nov, 2003 to 26<sup>th</sup> July, 2006**

Centre for World Solidarity (CWS) is an NGOs Organization working with 5 states, which has been register under FCRA and getting funds from Netherlands, Germany, Swiss .... It serves the funds to Partner Organisations those who are working in a rural areas as per the specification responsibilities from Donor Agencies like Gender Issues , Women Development, Child Rights, Panchayats ,Natural Resources etc....

#### **Key Responsibilities:**

- ✓ Worked on Tally 7.2 package
- ✓ Preparation of Budget vs. Actual statements
- ✓ Quarterly reconciliation and revaluation of FCRA Registered Partner Accounts.
- ✓ Dealing with Banks for FCRA Funds
- ✓ Preparation of FC Statements and Filing to Ministry of Finance
- ✓ Preparation of Financial Statement – Trail Balance, Receipts & Payments Account & Finalization of Balance Sheet of the Organization
- ✓ Verification of FCRA Partner Group Accounts for the Funds Transfers
- ✓ Filing of Staff TDS Returns
- ✓ Preparation Staff Salary statements
- ✓ Bank Reconciliation
- ✓ Visiting to Partner groups for the internal audit purpose
- ✓ Handling of day to day Cash / Bank Transactions

#### **Commercial Experience:**

**Worked as Branch Accountant in Rashi Peripherals Pvt Ltd from 12<sup>th</sup> July 2001 to 14<sup>th</sup> Nov, 2003**

**Key Responsibilities:**

- ✓ Worked on Tally 6.3 package
- ✓ Day to Day Cash / Bank Transactions
- ✓ Bank Reconciliation Statements
- ✓ Involvement in Corporate Funds Transfer
- ✓ Preparation of Sales Invoices
- ✓ Accounting of Stock in and out transactions
- ✓ Reconciliation of Customer outstanding transactions
- ✓ Preparation of Overdue statement of customers
- ✓ Calculation of Interest for Overdue Payments
- ✓ Reconciliation on Inter Branch Transactions
- ✓ Involvement in Finalization of Accounts
- ✓ Preparation of MIS Reports
- ✓ Dealing with F Forms and C Forms for Inter Branches / Vendors
- ✓ Attending to CTO Department for the Assessment of the company

**Worked as an Accountant for V-Guard Industries Ltd from Nov'98 To Jun'01**

V-Guard Industries Ltd mainly involved in Electronic Products like Stabilizers, Cables, Water heaters, UPS etc. With a turnover of more than Rs.150 crores.

**Key Responsibilities :**

- ✓ Worked on Oracle, D2K Environment
- ✓ Day to Day Cash / Bank Transactions
- ✓ Bank Reconciliation Statements
- ✓ Monitoring Corporate Funds Transfer
- ✓ Preparation of Sales Invoices
- ✓ Accounting of Stock in and out transactions
- ✓ Reconciliation of Customer outstanding transactions
- ✓ Preparation of Overdue statement of customers
- ✓ Calculation of Interest for Overdue Payments
- ✓ Reconciliation on Inter Branch Transactions
- ✓ Issuing F- Forms to HO
- ✓ Preparation of Staff Salary Statements
- ✓ Involvement of HR responsibilities.
- ✓ Preparation of MIS Reports
- ✓ Executives incentives calculation
- ✓ Involvement in matching of Trail Balance

**Personal Details**

Date of Birth : 10.04.1977  
Gender : Female  
Marital Status : Married  
Languages Known : Telugu, English and Hindi