

VENKATESH K.S.

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**Immediately looking for assignment in Finance & Accounts/ Reporting vertical**

### CAREER SUMMARY

- Finance & Accounts professional; 12.7 years' experience in Health Care sector and Travel sector.
- Worked at Cleartrip Pvt Ltd in a senior role, leading domestic & international teams for 7 Markets.
- Last 3.6 Years at ANI Technologies Pvt Ltd, leading domestic & international teams.
- Last 4.1 years at Allergan in a lead role, leading domestic teams.
- SME in BRS, Taxation (TDS & Service Tax) and Account Payables & Receivables; have led teams.,
- Proficient in Profit & Loss a/c & Balance sheet, AR & AP, taxation & finalization of Accounts, MIS Reporting, GSTR-1 & GSTR-3B Returns filing, Fixed Asset Accounting, Intercompany Reconciliations.
- Key role during Audits; Rich expertise in compiling 3 CEB Reports in Statutory Audit
- Coached and empowered team members for BRS, Taxation and Account Payables and Receivables.
- Proactively initiated various improvisations ensuring system efficiency and significant saving of time.
- Collaborated with global SAP team to implement, configure Oracle & SAP R/3 for multiple functions.

### SKILL SET

#### Functional

**Finance: GL Analysis and Reconciliation, Intercompany Reconciliations, Accounts Receivable & Accounts Payable, Balance Sheet, Profit and loss a/c, Working Capital, Cash flow statement, TDS returns, Fixed Asset Accounting, Reporting & MIS, Internal Audit, Taxation-Direct & Indirect, Payroll Management, Treasury Management, Tax & Statutory Audit, GST returns filing -GSTR-1 & GSTR-3B, GST -9 Annual return file.**

**Implementation: Two Implementation in the year 2007 (HCG) & 2013 (Allergan India)  
Technical (SAP) and One Implementation in the year 2017 (OLA) -Technical (Oracle)**

• SAP Queries	• Tally	• Oracle	• Optotax	• Saral	• NAV
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### KEY ACHIEVEMENTS

- Proactively collaborated with Oracle team to streamline Fixed Asset reconciliation process for 7 Markets. Cleared all open items in customer and vendor from Jan 2019. to March 2020  
In General Ledger, while reconcile the customer and vendor reduce the double entries and saved amount 2 cr.
- Proactively collaborated with IT to streamline Vendor Accounting process; increased efficiency by 43 %, 2019.
- Trained team on how to run Macro Excel and upload output in tally system; 70% automation of vendor bills processing, 2016 to 2019 .in ANI technologies Pvt Ltd.
- Initiated process improvisations that led to 4% Customs Duty exemption with 2 and 3 crores INR savings in 2013 and 2014 respectively for Allergan India. Received Award from Sales Director.
- Successfully planned and organized Annual Conference at Goa 2013. As Finance Head for cross function core team, saved INR 5 lakhs from a budget of INR 15 lakhs. Received Award from Management.
- Initiated SAP implementation for efficient 2012; collaborated with global SAP team; reduced manpower by 70 %; Trained Treasury team post SAP customization.
- Taxation & Return Filing 2012; resolved pending defaults since 2008 in 2 months; saved INR 15 lakhs penalty.
- Initiated SAP implementation for Balance Sheet and Profit and Loss Accounts Reports. Significant time saving improved accuracy by 67 %.
- Trained and coached new member on Accounts Payables, Receivables and Taxation procedures (G.S.T) and made accountable in 9 months in ANI Technologies Pvt. Ltd.

### CAREER CONTOUR

	Company Name	Position	Period
1.	Cleartrip Pvt Ltd.	Manager Finance	Feb' 2020 to Sept' 2020
2.	Ani Technologies Pvt Ltd. (Ola)	Assistant Manager Finance	Jan' 2016 to Jun' 2019
3.	Allergan India Pvt. Ltd.	Assistant Manager Finance	Nov' 2011 to Nov' 2015
4.	Health Care Global Enterprises Ltd.	Accounts Executive	Jun' 2007 to Nov' 2011

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## WORK EXPERIENCE

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**Cleartrip India Pvt Ltd**

**Manager Finance**

**Feb'20-Sept'20**

**Responsibilities:**

- Preparation of financial statements. (Balance Sheet & Profit & Loss A/c). as per Management Report
- Record of Business transactions related to the fixed asset accounting and general ledger analysis.
- Preparation of Prepaid Expenses, Accrual Expenses, Unbilled revenue tracker etc
- Prepare Fixed Asset Reconciliation, Asset transfer and scrap and sale of asset in GL
- Passing Required Adjustment entries in the books.
- Month end support for Intercompany books closure
- Resolving Mismatches & book missing invoices.
- B2C & Wallet Reconciliation for 7 markets and Phonesales
- Dealing with customer/vendor communication and queries
- Month end closing Activities and Schedules
- Provisions Follow up for business team.

**ANI Technologies Pvt Ltd. (OLA)**

**Assistant Manager Finance**

**Jan'16-Jun'19**

**Responsibilities:**

- Preparation of financial statements. (Balance Sheet & Profit & Loss A/c).
- Preparation of Fixed Asset Reconciliation report. Asset transfer and scrap and sale of asset etc.
- Vendor Ageing & Intercompany Reconciliations with entities, Involved in audit schedules.
- Process improvisations to enhance system efficiency.
- Monitor and Review Team members' work.
- Train, coach and mentor team members.
- Handle Bookkeeping activities, Validation in Accounts Payable, Accounts Receivables, Bank Book (BRS).
- Prepare audit schedules and closely work with the auditors.
- TDS Returns -FORM26Q & FORM 27Q, GST returns- GSTR1 & GSTR3B and Annual return-GSTR-9.
- Monthly end provisions, closing activities & Schedules, Inter Company reconciliation's with multiple entities.

**Allergan India Pvt. Ltd.**

**Assistant Manager Finance**

**Nov'11-Nov'15**

**Responsibilities:**

- Handle Bookkeeping activities, Accounts Payable, Accounts Receivables, Cash Book & Bank Book.
- Record of Business transactions related to the fixed asset accounting and general ledger.
- Knowledge of fixed asset cycles, Capex Budget, Intitiation, Capitalization, Internal order creation-FA.
- Monthly provisions, Inter Company reconciliation.
- PF, ESI, PT, SAF, Service Tax, TDS Returns.
- Month end activities, Quarterly filing returns.
- Prepare Fixed Asset Reconciliation report as per monthly basis.
- Prepare audit schedules and closely work with the auditors.

**Health Care Global Enterprises Ltd.**

**Accounts Executive**

**Jun'07-Nov'11**

**Responsibilities**

- Bookkeeping activities, Accounts Payable, Accounts Receivables.
- Prepare MIS Reporting for Vendor ageing and Customer ageing
- Generate sales Invoice & Vendor Payment.
- Prepare Bank Reconciliation Statements.
- Monthly provisions, accrued revenue.
- VAT, PF, ESI, PT, LUXURY TAX, TDS Returns.
- Define requirements, configuration, integration, testing and training.
- Master Data and Opening Balances Upload
- General Ledger Accounting, Accounts payable, Accounts receivables, Asset accounting.

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### ACADEMIC QUALIFICATION:

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- SSLC. from Rani Sarala Devi High School, Bangalore,- 57% –Full Time**  
**PUC in 2005 -63%, B.Com. from S.J.R.College, Bangalore,-72% India in 2008- Full Time**

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### PERSONAL DETAILS

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Residential Address #503,4<sup>th</sup> floor, 19<sup>th</sup> Main Road 13<sup>th</sup> Cross, Venkateshwara Layout, Madiwala, Bangalore-560068.