

**Nettem Naresh**

Mail id: -naresh\_nettem@yahoo.com

Mobile: 9949820162.



---

**SENIOR MANAGEMENT PROFESSIONAL: FINANCE & ACCOUNTS**

**Industry Preference: IT & ITES**

**Profile Summary: -**

- **14 years** of experience in Financial Accounting, Planning & Reporting in IT/ITES industry
- **A keen analyst** with a distinction of reviewing, investigating and correcting errors and inconsistencies in financial entries & documents that leads to transparency in reporting to internal and external stakeholders
- Demonstrated excellence in ensuring compliance with applicable policies, contracts and regulations
- Hands-on experience in reviewing balance sheet and profit & loss accounts at unit level and ensuring integrity of all the reported financial statements
- Skilled in **handling audit assignments**; pivotal in collating and validating inputs required for audits and sharing the same with the audit team; coordinating for queries raised by auditors and successfully completing audits within agreed timeframes

**Areas of Expertise: -**

- Planning and executing monthly / quarterly / annual closure schedules; providing monthly financial statements and administering the closing process
- Capable Payroll Specialist committed to keeping accurate records, ensuring on-time deposits, and maintaining tax Compliances. Possesses 10years of experience an effective, analytical approach to identify and solving complex problems.
- Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the general ledger
- Preparing and presenting weekly and monthly management reports on cost & benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- Controlling and maintaining fixed assets; streamlining reports & entries, undertaking physical verification of assets and ensuring that all assets are ensured at the correct value
- Conducting operational, financial, process and systems audits designed to review and appraise the client organisation's activities, systems and controls.

**Employment Details: -**

- Manager Accounts & Finance with Nisum Consulting Private Limited from May2019 to Nov2020.
- Manager Accounts & Finance with Wallero Technologies Private Limited from Apr2017 to Apr2019
- Associate Manager Finance- Evoke Technologies Pvt Ltd- From Oct2013 to Mar2017
- Manager Accounts & Finance- Sankara IT Solutions- From Feb2013 to Sep2013
- Manager Accounts & Finance- My-Tec Software Private Limited- Oct2011 to Feb2013
- Jr. Manager Accounts & Finance- LNP & Co Chartered Accountants- June2007 to Sep2011

**Educational Qualification: -**

- Master of Business Administration (FINANCE) in the year 2007 from Acharaya Nagarjuna University.
- Bachelor of commerce in the year 2004 from Acharaya Nagarjuna University.
- Intermediate (C.E.C) from Board of Intermediate in the year 2001.

## Expertise Summary: -

### **GENERAL ACCOUNTING:**

- Preparation of Accounts in Tally & in other ERP packages.
- Accounts maintenance and finalization.
- Training of accounting staff in financial accounting systems & accounting standards, in complying with policies & procedures, statutory compliance etc.
- Assists in preparation of Plans & budgets, its comparison with the actual and analyses the variance monthly.
- Compliance with various statutory regulations such as Income Tax, Sales Tax, Service Tax, Excise Duty, STPI, RBI, ROC, Gratuity, PF, ESI, PT etc. in compliance, periodical payments, filing the returns etc.
- Payable and Receivable Management.
- Assists and advise staff members in resolving problems and issues that arise with internal and external customers / vendors in consultation with superiors.
- Coordinating with all levels of management within the Company and outside for accomplishing various financial tasks & analysis.
- Verification of all payments & receipts on a continuous basis.
- Verification of all accrual entries for Monthly closing and the monitoring its further movement.
- Preparation of all Monthly reports for Management Decision Making.
- Assigning / monitoring of tasks of subordinates.
- Preparation & finalization of all month end activities which includes analysis, review, etc.
- Preparation of Daily Fund Forecasts.
- Review BRS, Account Reconciliations, Cost center mapping etc.
- Preparation and maintenance of Fixed Asset Register, physical verifications and tagging.
- Audit Support for liaising, co-coordinating, finalizing the financials & notes to accounts etc.
- Verification of the daily transactions in books of Accounts and do the rectifications.
- Preparation of the Monthly P&L and Balance Sheet to the Management.
- Having Knowledge about Payroll and ERP Systems.
- Preparation of Revenue and Expenditure Reports.
- Preparation of Bank Reconciliation Statements.
- Maintaining petty cash and handle the Branch Accounts.
- Good knowledge in Excel, openoffice and Word Documents.
- Taking Care about the Bills verifications and Traveling reimbursements.
- Preparation of Data for Company's Internal Auditing.
- Furnish daily cash-flow information.
- Taking care about the Advance payments.
- Preparation of the funds flow information.
- Ability to handle the Departmental works.
- Preparation of the Employee Individual Income Tax Calculations.
- Having knowledge in giving different management Reports to the management as required.
- Ledger Scrutiny of Accounts
- Co-ordination with the Statutory Auditors and with Company's Internal Auditors.
- Co-ordination with Company Secretaries.
- Reconciliation of all the Ledgers time to time and do the rectifications if necessary.

**PAYROLL WORKS:**

- Preparation of the Salary statements as per Statutory norms
- Preparation of the Pay stubs to the employees
- Taking care of Employee Leave encashment/recovery.
- Preparation of the Full & Final Settlements for the resigned employees
- Taking care of the Employee Gratuity Calculations.
- Guidance to the employees in their tax calculations (in Employee TDS)
- Taking care of the PF deductions from employees including VPF (Voluntary Provident Fund)
- UAN generation to the Employees and KYC updating with PF authorities online and Filing of PF Returns.
- Helping to the employees in PF withdrawals and PF transfers
- Calculation of ESI deductions (Employee state Insurance)
- Filing of ESI Returns
- Taking care of the Profession tax deductions and returns.
- Processing of Employee Allowance and bonus as per company policy.
- Preparation of the Tax computation statements to the resigned employees
- preparation of the E-TDS returns data for employees to issue the Form16's
- Taking care of the LTA (Leave Travel Allowance) to the employees for tax deduction as per the applicability.
- Employee individual income tax calculations for TDS deductions.
- Planning of the employee tax calculations as per declarations and per the actual savings.
- Any other payroll related works.

**BANKING & FINANCE WORKS:**

- Preparation of the Bank Reconciliation statement.
- Endorsement of FIRC certificates with Bankers
- Preparation of Data for short term or Long-term Loans.
- Accounting & Financial data Submission of Data for Bank references asked by the Bankers.
- Follow ups with foreign trade people.
- Taking care about the Fixed deposits
- Planning for the EMI clearances as per the due dates without fail.
- Obtaining the FIRC certificates from the Bankers.
- Taking care of the BRC certificates from Bankers

**TAXATION KNOWLEDGE:****GST WORKS:**

- Filing of GST Return 3B
- Filing of GST Return 1
- Taking care of online GST payment
- Taking Care of Input GST refund from Department.

**TDS WORKS:**

- Deduction of the TDS on payments as per the tax provisions.
- Preparation of the Employee Individual Tax for Payroll Deductions.
- Payment of TDS challans through online
- Preparation of data for filing of E-TDS Returns on Quarterly basis.
- Filing of E-TDS Returns Form 24Q relating to the Employee Salaries with in the due dates.
- Filing of E-TDS Returns Form 26Q relating to the Vendors & Others with in the due dates.
- Preparation & issue of the Form16's to Employees.
- Preparation & issue of the Form16A's to Vendors & Others.
- Attending & Preparation of the Data to the Departments against Department notices.

**SERVICE TAX WORKS:**

- Preparation of the Invoices as per the Service tax rates Applicability.
- Payment of Service tax challans through online.
- Filing of Half Yearly Service Tax Returns.
- Attending the queries from the Service Tax Department.
- Attending & Preparation of the Data to the Department, against Department notices.
- Taking care about the Input Service Tax refund claim.
- Preparation & verification of the Input service tax process of Refund Claim.

**STPI WORKS:**

- Applying & Obtaining for STPI Registration.
- Preparation of Data for getting IEC Code from DGFT office.
- Filing of MPR (Monthly Performance Report) on monthly basis
- Filing of QPR (Quarterly Performance Report) on Quarterly basis.
- Filing of APR (Annual Performance Report) on yearly basis.
- Filing of Softex Forms against Invoices on monthly basis.
- Submission of Consolidated report to the STPI at the year end.
- Preparation & Submission of the necessary documents for De-bonding of the premises to the STPI.
- Preparation & Submission of the documents for Address change.
- Preparation & Submission of the documents for Domestic sales permission.
- Having the ability to face the new works relating to STPI.

**CUSTOMS & EXCISE WORKS:**

- Having knowledge in obtaining the Customs License & registration.
- Renewal process of the Customs License
- Bonding & Debonding of the premises.
- Maintenance of Bond Register as per customs formats for export & Import goods

### **PF, ESI & PT WORKS:**

- PF registration process to get the PF Registration from PF Department for the Organization.
- Preparation of monthly PF Returns through online as per the due dates.
- Generation of PF Challns.
- Guidance to the employees in PF withdrawal.
- Responses to the PF Department for their queries if any.
- Taking care of PF Transfers of Employees.
- Payments & Filing of the Profession Returns as per the due dates.
- Preparation of the ESI Returns
- Payment of ESI online
- Preparation of Health Cards to Employees
- Support to Employees in ESI Works

### **FINALIZATION WORKS:**

- Preparation of Final Accounts.
- Preparation of the Companies Act Depreciation.
- Preparation of the Income Tax Act Depreciation.
- Filing of the IT Returns.
- Co-ordinate with Company Secretary for filing of ROC Returns.
- Co-ordination with the chartered Accountants.
- Handle the Income Tax Scrutiny's with the help of the Auditors.

### **Computer Skills: -**

Ms Office,  
Accounting Packages: Tally, ex -next generation, Focus, Wings and ERP packages.

### **Personal Details: -**

Father's Name	:	Venkateswara Rao
Date of Birth	:	22/05/1982
Marital status	:	Married.
Nationality	:	Indian
Languages known	:	Telugu, English
Joining time required	:	Immediate
Passport No	:	Z4029278
Nationality	:	Indian
Location Preference	:	Hyderabad, India.
Address	:	House no: -8-3-228/112/8, Rahmath Nagar, Yousufguda, Hyderabad-500045