



Sairam Muddam

My Story

From a school dropout (which by any means one should not) and studying was never my cup of coffee till completing my MBA.

My life journey till now has been very fascinating, completely different, and very off-traditional. I was never ambitious but always wanted to do something more, something extra, something unique than yesterday.

I was, and still, I'm a growing mind who's learning something or the other every single day and trying my level best to become a better version of myself.

Work Exposure

I have worked with start-up, small organization, and even with the big corporate and have a progressive proven experience of more than 5 years in various domain, such as

- Accounts
- Taxation
- Audit
- Finance

Key Skills

- Accounts payable and receivable cycle
- Inventory management
- Petty cash management
- MIS reports (Budget vs. Actual)
- Taxation - VAT, TDS, and GST
- Accounting Entries
- Reconciliation
- Tally
- Excel
- Office/Admin control



+918767838052



smsairam@gmail.com



in/sairammuddam



Building no. 9, Room no. 7,
2nd floor, 7th Lane, S P Road,
Nagpada, Mumbai Central,
Mumbai – 400008 India

Work Experience

5+ years

Senior Executive – Finance & Accounts

Elevar Sports Pvt. Ltd.

Jul 2019 - Aug 2020

- Managing and taking care of Finance, Accounts, Tax, and Admin domain

Key responsibilities:-

- > Maintaining all the accounting entries (ensure a proper end to end accounting entries are done in ERP system as per the statutory requirement and as per accounting standard)
- > Making sure monthly compliance are followed - GST and TDS
- > Following accounts receivables and payable cycle
- > Presenting weekly MIS report
- > Timely reconciliations
- > Inventory management
- > Petty cash management
- > Employee reimbursements
- > Office / Admin management
- Also working closely with our founders and with other team members i.e. Sales, Operation and Customer Support

Senior Executive – Finance & Accounts

NeoGrowth Credit Pvt. Ltd.

Jan 2018 - Jun 2019

- Part of (Finance and Accounts) Loan Disbursement team and independently handling Referral agent payments across PAN India branches.

Key responsibilities:-

- > Merchant loan payout across PAN India branches
- > Vendor and Referral agents payment across PAN India branches
- > Preparation of MIS reports (Budget vs. Actual)
- > Supervising team member work
- Co-ordinating and addressing PAN India branch team members on various tasks and issues

Executive – Accounts & Finance

PT Bank MayBank Indonesia TBK

Jun 2016 - Nov 2017

- Part of core Finance and Accounts department

Keys responsibilities:-

- > Preparation of daily bank reconciliation statements and reporting to management
- > Petty cash management
- > Payment processing - vendor payments and employee reimbursements
- > Maintenance of vendor master data
- > Monthly TDS and GST Working
- > Dealing with statutory/concurrent auditor/ income tax consultant
- > Assist in month-end closing and reporting to management
- > Ensure proper checking, filling, and control over documents

Accounts & Tax Assistant

Shah Poddar and Associates

Aug 2013 - Apr 2016

- Independently handling and working on clients file, majorly looking after

Keys responsibilities:-

- > Tax
 - ✓ Vouching and verification of the transaction, supporting documents, ledgers scrutiny, posting of entries
 - ✓ Preparation of tax audit reports (3CD, 704) Annexure, Schedule, Notes
 - ✓ Coordinating with clients for various detail and solving the queries
- > Audit
 - ✓ Preparation of tax summary
 - ✓ Computation
 - ✓ Tax returns (Income tax, Sales tax, CST) and E-filing
- > Accounts
 - ✓ Ensuring proper end to end accounting entries are done in the ERP system as per the statutory requirement and as per accounting standard
 - ✓ Detail stock maintenance
 - ✓ Reconciliations
 - ✓ Finalization of accounts (P&L, Balance sheet)

Academic Qualification

Examination	Year	University
MBA/ PGDM in Finance	2017	University of Mumbai
M.Com in Accounts & Finance	2015	University of Mumbai
B.Com in Accounts & Finance	2013	University of Mumbai

Other Professional Certification

Course	Year	Institute / Academy
Diploma in Banking & Finance/ JAIIB	2018	Indian Institute of Banking & Finance (IIBF)
Diploma in Personal Trainer	2019	K11 School of Fitness Science, Mumbai
Certified Sports Nutrition	2019	