



**Swapna Kotla**

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### **CAREER OBJECTIVE:**

General Ledger Accountant with 7 Years of experience is looking for a challenging position that will utilize my experience and background, expand my knowledge, and offer opportunities for personal and professional growth.

### **CORE COMPETENCIES:**

- Budget and Forecast Analysis
- Pricing
- Inventory Management
- Logistics
- Advanced Financial Analysis
- Financial & Operational Review / Reports
- Asset Management
- Quantitative and Qualitative Analysis
- Financial Models
- Management Accounting
- Internal Audit and compliance
- Cash Flow Management
- Audit Reporting
- Oracle
- Quick books and Odoo
- Tally
- MS Excel expert
- UAE VAT
- Knowledge of ERP (Enterprise Resource Planning) software

### **WORK EXPERIENCE**

**GBR General Trading LLC, Dubai, UAE – February, 2018 – December, 2020.**

- Price Merchandise and look inventory of supplies. Pricing for special events and promotion.
- Developing Price to win pricing models using bottoms-up approach to meet competitive opportunities and provides input for profitability projections and corporate pricing strategy.
- Assists department management in developing, monitoring and reporting on departmental level initiatives, goals, and objectives.
- Provides advice and technical assistance with cost analysis, fiscal allocation and budget preparation.
- Responsible for Federal Tax Payments and maintaining all documents in line with VAT Regulations Company wise.
- Preparing necessary paperwork for tax payment and returns, & updating JV's company wise

- Performing monthly intercompany accounts reconciliation's and generates invoices as necessary.
- Preparing relevant management reports, including monthly, quarterly and year-end reports.
- Performing balance sheet account reconciliations' and supporting details, updating accounting master records as needed.
- Examining bank statements and reconciling them with general ledger entries
- Maintaining Petty Cash Expenses and Examining expenses submitted by employees.
- Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
- Generating financial reports that display the company's profits, equity and cash flow.
- Responsible for general ledger month-end close tasks for multiple legal entities. Review general ledger activity, enter and update journal entries.
- Processing required import shipping documents as per rules and regulations.
- Preparing FIRS for import documents and taking care of all municipality related works like Brand Registration, Barcode Registration & Applying for Deferred Inspection etc.
- Responsible for processing payroll through WPS and maintaining employee records, processing employee changes accurately and timely.

### **PREVIOUS EXPERIENCE**

#### **Nagarjuna Contracting Co LLC, Dubai, UAE– March, 2014 – January, 2016**

- Perform all the closing actives on a monthly basis in line with accounting policies and procedures.
- Perform reconciliation of accounts in ERP, including recording of journal entries and adjustments.
- Assist in external and internal audit.
- Processing of Bank and Journal Vouchers in ERP.
- Perform reconciliation of daily and monthly revenues.
- Auditing invoices based on purchase orders.
- Research and resolve customer problems related to billing and payment.
- Prepares payments by verifying documentation, and requesting disbursements.
- Perform account payable and receivable transactions.
- Prepare financial reports, expense reports, revenue reports, and trial balance reports, etc for management.
- Assist in payroll preparation activities.
- Contributes to team effort by accomplishing related results as needed.
- Responsible for communicating to suppliers regarding payment through calls and emails.

#### **Diebold Software Solutions, Hyderabad, India–December, 2012 –May, 2013.**

- Updating the new configure serial numbers into the equipment file
- Uploading of new ordered equipment into the equipment file.
- Loading Sub-assemblies to products placed on a specific sales order.
- Updating Trackable serial numbers for ATM's
- Adding sub-assemblies to the serial numbers into the equipment file.
- Removing Products from site.
- Responsible for communicating with emails.

## **Genpact INDIA, Hyderabad, India –March, 2011 – December, 2012**

### **VENDOR SETUP: January, 2012 to December, 2012.**

- Creating new vendors.
- Modify existing vendor details.
- Updating New W8 and W9-form of vendors.
- Uploading 1099 information.
- Uploading new contract details of vendors.
- Active and Inactive existing vendors.
- Merging duplicate supplier into original supplier.
- Responsible for communicating with emails.

### **INVOICES PROCESSER: March, 2011 to January, 2012.**

- Assigning works to the team members according to the inflow.
- Reporting processed inflow on hourly basis.
- Processing all kinds of invoices (PO, NONPO, CNs) using the ORACLE ERP.
- Urgent payment and check request invoices.
- Busting invoices according to the properties.
- Working on Labor hours and to ensure that they entered as per the invoices to make the GL accountant's job easier.
- Responding to the Controller's email for urgent payment invoices.
- Canceling the invoices and Releasing invoices which are on hold.
- Reporting Minutes of Meeting.

### **ACHIEVEMENTS:**

- Processed invoices less than 1% error rate accuracy in 2011.
- Best performs Award within six months of joining.
- Best Team Player Award for additional responsibility.
- Special Recognition Award for target oriented and accuracy.
- Gained cheers points for best performs.

### **EDUCATIONAL QUALIFICATION**

- MBA (Finance) from Nalla Malla Reddy Engineering College, JNTU Hyderabad, 2010.
- Bachelor of Commerce (Computer Applications) from Osmania University, 2008.
- Intermediate (CEC) from Board of Intermediate Education, 2005.
- SSC from Chaithanaya Residential High School, Hyderabad, 2003.

### **STRENGTHS**

- Leadership and Management.
- Target oriented and quick learner.
- Always ready to take additional initiatives.
- Ability to work in team and helping team members in the Process knowledge.
- Passionate to learn new things and apply knowledge to process development.
- Understanding customer requirement and deliver their expectations.

**PERSONAL INFORMATION**

Date of Birth	May 22, 1988
Husband Name	Naresh Enduri
Language	English, Telugu and Hindi.
Marital Status	Married.
Visa Status	Visit Visa
Notice Period	7 Days

Date:

Swapna Kolta.