

LAKSHMI PRABHU

M: +91 – 98406 13242 | Email: lakshmiprabhu.m@gmail.com



CAREER OBJECTIVE

Accounting and finance professional with over 14+ years of experience at various sectors. A sincere and focused team member, who ensures perfection for any given task, and has the necessary skills to execute the job entrusted. With continued interest in learning and the capabilities to meet the ever changing demands of the profession, is adept in managing responsibilities at the highest level. Extensive knowledge of keeping records, maintain the records and track the financial transactions. Possess strong communication, interpersonal and relationship management skills.

KEY SKILLS

- Handles confidential and sensitive information and records with a high degree of discretion, diligence and good judgment.
- Well-organized, self-directed team player. Remains open to others ideas, and exhibits willingness to try new things
- Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Proven ability to operate comfortably and effectively in a fast-paced environment.
- Strong knowledge of personal computer and software packages including Microsoft Office Products (Word, Excel and Power Point) and Accounting Software Tally, Quick Books, Bill.com, Xero, Deltek, Slack, Google Sheets.

PROFESSIONAL EXPERIENCE

TGBS, Arizona
Accounting Consultant

July 2020 – April 2021

Independent Consultant working on projects including: Setting up QBO accounts, correcting incorrect entries, year-end clean up and quarterly transaction entry. Execute bookkeeping duties dependant on client specifications including but not limited to : Accounts Payable, Accounts Receivable, Bank and credit card account reconciliation, Post Journal Entries. Produce and review Financial Reports as requested. Suggest process improvements and accounting documentation organization methods as needed.

Divine Homes and Mad Science of Colorado
Audit and Finance Manager

January 2019 – November 2019

Key Responsibilities:

- Responsible for AP, AR, cash disbursements, credits and collections, billing and fixed asset records
- Manage GL accounting functions and processes
- Analyze financial transactions to determine accuracy and completeness of entries.

- Supervise operations generated in accounts payables and receivables and highlight any identified or potential risks.
- Manage the preparation of year-end accruals and accruals reconciliation
- Review all transactions on the financial accounting system for the General Ledger
- Manage and support month-end , year-end accounting and reconciliation process
- Ensure accounting policies and procedures are followed as per US GAAP
- Hire, manage and train accounting staff with review of processes and procedures
- Manage the monthly financial reporting including Balance Sheet, Income Statement, Budget Vs. Actual, and variance analysis

Venkat and Rangaa LLP, Chartered Accountants

August 2015 – August 2018

Key Responsibilities:

- Internal Audit for companies specialised in Manufacturing and diversified business entities
- Review of vouching of purchases, sales, misc expenses, Journals, Cash book, Bank book , physical cash verification,
- Tax compliance - VAT, TDS, Payroll Tax, Service Tax, Excise duty
- Statutory compliance - Provident fund, Employees State Insurance corporation, Professional Tax
- Concurrent Audit for nationalised banks includes Canara Bank, Dena Bank, UCO, Indian Bank
- Filing of Income Tax returns of Individuals and companies
- Value Added Tax (VAT) Audit, Reconciliation of VAT returns with books maintained
- Goods and Service Tax (GSTR) returns – GSTR 1, GSTR 3B
- Statutory Audit for Government owned companies and Private Limited Companies.

**HKS India Design Consulting Pvt.Ltd.
International Accounts Coordinator**

February 2008 - July 2015

Highlights:

- Assisted International offices in preparing annual corporate tax returns for their income in India.
- Devised and deployed multiple cost-savings initiatives resulting in reduction of company's expenditure

Key Responsibilities:

- Manage the budgeting & forecasting process
- Assist in the monthly close processes and automation of these processes
- Maintains database by entering, verifying, and backing up data
- Reconciles transactions by comparing and correcting data
- Maintain the company's overall system of accounts, books and records on all company transactions and assets.
- Reviews and ensures timely completion of internal financials, bank financials and other financial packages.
- Ensures financial accounts are properly supported and reconciled.
- Debtors Collection monitoring
- Creditors online/offline payments

- Responsible for establishing and ensuring compliance to internal controls and continually updates processes & procedures
- Complete responsibility and accountability to handle the tax compliances role independently with the Tax Authorities - TDS, Service Tax, STPI, PF ensure timely payment, filing of returns, Audit, refund claims, Attend Tax assessment
- Develop and implement tax efficient processes and controls for tax compliance.
- To look after all the audits (i.e) Statutory Audit / Government Audit / Internal Audit / VAT Audit
- Reviewing employees monthly salary, Tax worksheet and check for accuracy and correctness before processing payroll. Monitoring employees payroll/employees payment/ employee claims on separation (i.e) Gratuity/PF, EL encashment etc.
- Compile and present detailed monthly, for Senior Management perusal and act as the focal point in preparing year-end.
- Coordination with Company Secretary for all ROC filing matters which includes verifying accuracy in Notice, Board Meetings, AGM follow-ups, before submitting the documents for Chairman's signature
- Bank Coordination with regard to Import and Export remittance, Regularisation of Foreign Inward Remittance Certificate.

**Kaleswa Project Managers Private Limited
Accountant**

March 2006 - December 2007

Key Responsibilities:

- Cash book and Bank book maintenance
- Manual Checking and Processing of Vendor Bills.
- Petty cash maintenance, day-day accounts activities, Income Tax, TDS & Sales Tax
- Purchase order preparation for material purchase, collection follow-up Client
- Other day-day administration related work

**Development Promotion Group and Indian Leprosy Foundation
Accountant**

June 2004 – October 2005

Key Responsibilites:

- Maintaining accounts related to Tsunami Project (Purchase of boat, net, construction of house etc)
- Maintaining accounts in Fin man Accounting Package
- Income and receipt statement
- Other Tsunami related correspondence like Coordinating with people in district collectors office, drafting letter to collector etc

EDUCATION

- | | |
|--|-----------|
| ■ M.Com (Master of Commerce), Madras University | 2002-2004 |
| ■ MFM (Master of Financial Management), Pondicherry University | 2002-2004 |
| ■ B.Com (Bachelor of Commerce), Madras University | 1999-2002 |

Recognized Certificates:

- Aug 2014: International Financial reporting Standards (IACT)

Awards:

- Appreciation Certificate from HKS India Design Consulting Private Limited

Key Training to Credit:

- July 2015: Participation certification of Orientation Programme, Institute of Chartered Accountants of India (ICAI)
- June 2015: Information Technology Training, Institute of Chartered Accountants of India (ICAI)

Key Certifications to Credit:

- May 2009: Essentials of Electronic Communication, Ironwood Learning LLC
- June 2009: Techniques for better time management, Ironwood Learning LLC
- June 2009: E-mail and Organisational communication, Ironwood Learning LLC
- Dec 2009: Excel 2007 Formulas and Functions, Ironwood Learning LLC
- Dec 2009: Optimizing Email at Work, Ironwood Learning LLC
- Jan 2010: Introduction to Work Force Generation, Ironwood Learning LLC
- Feb 2010: The Process of Interpersonal Skills, Ironwood Learning LLC
- Aug 2010: Developing Good Time Management Habits, Ironwood Learning LLC

PERSONAL INFORMATION

Marital Status: Married

Gender: Female

Nationality: Indian

Passport no: P1610901

Address: Viceroy Splendor Apartment, Flat 202, Survey 8/2, 1st Cross, Off Sarjapur Road, Kasavanahalli, Bangalore - 560035