NARAHARI GOUD.B

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Experienced Sr. Professional in Statutory compliance (GST, ESI, PF, PT, TDS etc.) Accounts Payables/Receivables/General Accounting All accounts and Bank Reconciliations

**PROFESSIONAL SYNOPSIS**

* Skilled at working independently, multitasking and delegating responsibilities.
* Ability to work in high-pressure situations and develop solutions for various customer needs. Good communication and interpersonal skills.
* Possesses good leadership qualities. Able to work as a part of a team and also as an
* Individual. Highly committed to work and quick learner.
* Accounts& Commercial Operations professional with 19 years of success and excellent understanding of business commercials.
* Industry expertise: Engineering [Injection Mould Making], Engineering [Scaffolding Manufacturing], Interior Designing and Construction Company
* Last associated as Asst.Manager Commercial - Business development with Maini Scaffold Systems Pvt. Ltd. in Hyderabad, India
* Earlier associated with companies like BSL Scaffolding Ltd, Vasantha Tool Crafts Pvt Ltd etc.

**CORE COMPETENCIES**

* Manages accounting functions including maintenance of **general ledger, accounts payable, accounts receivable;** ensures accuracy and timeliness.
* Maintenance of **accounting transactions in ERP(Ginesys)/ Tally**
* Develops, implements and maintains systems, procedures and policies, including accounts payable functions to ensure adherence to company guidelines.
* Management of bank accounts, day-to-day cash management, cash flow forecasting and all electronic banking systems;
* Monthly Financial reporting for all branches (P&L)
* Complete accounting and related business process responsibilities
* Manages AP. Includes, Customer Vendor Relations, and the AP disbursement group which handles all check/NEFT disbursements, and tax related matters.
* Responsible for Receivables cycles – including recording and reconciling transactions;
* Periodic Reconciliation of Vendor/Customer accounts and Banks
* Regular correspondence with Vendor/Customers for reconciliations..
* Recording and reporting Statutory compliance Like **GST,TDS, ESI, PF** etc.,
* Reviewing GST/Other Tax/Statutory compliances
* Co-ordinating all the departments for smooth functioning of business operations.
* Coordinate external audit;/CA for Periodic Statutory year end process of Books
* Recommends financial actions by analyzing accounting options;
* Review, action and resolve reconciliations in accordance with company internal control procedures.
* **Payroll management**, employee entitlements as per company policies. Settle travel and business tour expenses reimbursement for employees..
* Ensure timely and accurate generation of MIS reports for top management review
* Coordinates **budgeting** overall monthly reporting activities
* **General accounting (at Usharani Lifestyle Pvt Ltd & Kreative House)**

Post and process all journal entries for business transaction like payments, receipts. Performing Bank reconciliation statement. Prepare and disburse Vendor / Contractor payments as per schedule. Preparation and distribution of the salaries on approvals.

Assist to CA in the processing of balance sheet, income statement(P&L) and other financial reports according to legal and company accounting and financial guidelines. Attending audit for yearend closing process GST Reconciliation, payment and filing GST Returns/TDS/PF, ESI and PT Daily cash managements for Vendor – contractor payments and cash receipts.

* **Accounts Payables (at Vasantha Tool Crafts Pvt Ltd)**

Scrutiny of invoices (work orders) received from vendors, contractors and other general suppliers against Approved Purchase orders issued. Posting of invoices/Work orders into customer / general ledger. Preparation of Payment advices as per payment terms with the vendors Issue of Payments (cheques/cash) as per approvals. Posting of the payments in to the accounting ledgers

Reconciliation of Vendor accounts and update. Preparation of outstanding statements for payables to vendor, contractors and general Suppliers daily/weekly and monthly basis.

* **Accounts Receivables (at BSL Scaffolding Ltd)**

Invoicing to the customers against supplies done.Posting the invoices in customer / general ledger. Preparation of outstanding statement as per invoices raised

Reconciliation of customer invoices against payment received from the customers

Follow-up of the payments by sending reminders as per payment norms

Planning / tracking the collection of payments daily, weekly and monthly basis.

* **Order to Cash : (at BSL Scaffolding Ltd)**

On receipt of Enquiries obtain quotation from marketing department, Preparation of Sales Order (against finalized quote), Process of sales order, arranging material against sales order, Planning for Dispatch of material,

Billing : Preparation of Invoice and other dispatch documents.

Communication : Sending the Original Invoices to the customer for the payments.

Payments : follow-up with the customer until collection of outstanding payment

against payment terms.

* **Commercial functions (at BSL Scaffolding Ltd)**

MIS reports for Daily/Weekly/Yearly Budgeting & Sales Forecasting Attending audits internal/external and sales tax. Sales tax returns, yearly audits and assessments, C-forms obtaining collection and issues. Marketing support: Preparation of Quotations, Sales Orders negotiation with customers and order follow-ups. Weekly analysis of expenses Budget vs actual. Daily time office functions/employee overtime records. Admin activities employee benefits, medical reimbursement/LTA, Leave records, making appraisal for evaluation. Maintenance of Esic, Professional Tax, PF records for employees

* **Stores (at Vasantha Tool Crafts Pvt Ltd)**

Receipts and issues of raw materials against internal requisition and approvals. Preparation of MRN/GRN Registers. Maintenance of Excise Registers for raw material and capital goods receipts, cenvat entries. Preparation for statements for sales tax remittance and returns. Obtaining statutory forms like waybills, C,E & F forms and issue the same. Preparation of statements and attending audits/assessments for sales tax matters. Arrangements of transport for dispatch of finished goods and follow-up for the timely deliveries.

**CAREER SUMMARY**

* Since April-2018 As Manager – Accounts & Finance (General Accounting, GST, TDS, PT, PF&ESI Payments and Returns, Finalization of Accounts in Co-ordination of C.A, Accounts Payable &Receivables, Tracking of Term loans ) with **Usharani Lifestyle Pvt Ltd** [Reputed Textiles Co.,('U' Brand in Womens wear] –Alwal, Secunderabad
* From Aug-2015 to April-2018 As Assistant Manager – Accounts & Purchase (Accounts Payable, General Accounting and Purchase activities) with **Kreative House Asia** [Reputed Interior Design & Construction Co.,] – Jubilee Hills, Hyderabad
* From Aug’2013 – Aug’2015As Asst. Manager – Accounts Receivables, Commercial & Business Development (Billing, Material dispatches, Accounts Receivables, Payment follow-ups and Marketing Support) with **M/s Maini Scaffold Systems Pvt Ltd,** Bowenpally, Secunderabad leading and versatile manufacturer and marketer (Domestic & International) of Scaffolding and Formwork with a wide array of products for Domestic, commercial and Bridges.
* From Dec’2004 – Aug’2013As Senior Commercial Officer (Billing, Material dispatches, Accounts Receivables, Payment follow-ups, Cash Handling and Marketing Support) with **BSL Scaffolding Ltd**, Bowenpally, Secunderabad manufacturer and marketer (Domestic & International) of Scaffolding and Formwork with a wide array of products for Domestic, commercial and Bridges.
* From Aug’2000 – Dec’2004 As Junior Accountant (Manufacturing Accounts, Vendor/Contractor/Time Office/Salaries payments/Admin/Purchase/Stores) with **M/s Vasantha Tool Crafts Pvt Ltd** – IDA, Jeedimetla, Hyderabad - is a leading and versatile manufacturer (Domestic & International) of Injection moulds for Plastic Items.

**ACADEMIC CREDENTIALS**

* Bachelor of Commerce, Osmania University, Hyderabad
* Master of Business Administration (Finance-PGRR CDE), Hyderabad

**PROFESSIONAL CERTIFICATIONS**

* P.G Diploma in Computer System Management, Nehru Yuvakendra (Govt. of India Certified)
* Diploma in Desktop Publishing
* Certification in Practical Accountancy Course from, IPA, Secunderabad
* **IT SKILLS & PROFICIENCY**

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| Operating Systems | Windows |
| Application Packages**Accounting** **ERP** **HR** | MS Office**Tally ERP****Ginesys ERP****Greyt HR** |
| Internet Application & Tools |

**PERSONAL DETAILS**

Marital Status : Married

Linguistic Abilities : English, Hindi& Telugu