# R. KARTHIK 8790801937 karthikrsymm@gmail.com

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CAREER OBJECTIVE

**Highly motivated, committed, goal-driven** Accounts executive with over 3.2 years of experience. Proven track record of excellence. Some of my core skills include regulatory **compliance, budgeting and forecasting.** Adapt at analytics and in-depth reporting service.

EXPERIENCE

**Golden Press Pvt ltd, Hyderabad. (06/06/2018 - 07/05/2021) Senior Accounts Executive**

 **ROLES AND RESPONSIBILITIES:**

* Following up with clients and third-party Vendors for payment status and updating on Clients, Vendor’s payment status and Account’s receivables collections every week.
* Handling the time sheet process and make sure they sent it on time.
* Chase up overdue accounts via e-mail and phone.
* Involved in handling the VMS and client calls to update and provide feedback on the critical requirements.
* Ensured all supplier bills were authorized for payment and proceeded payments. Performed the processing the duties of accounts payable including liaison with vendors and staff to ensure prompt payment of invoices.
* Coordinate internal and external resources to expedite workflow.
* Interacting with consultants, vendors able to manage multiple tasks.
* Involve in Ledger reconciliation and assist in preparing annual tax planning.
* Gather and processing the employee time records and enter the information.
* Provide documents and reports as requested and needed for Audits.
* Resolve all issues and errors before the end of month process is completed.
* Update employees accounts sheets on a monthly basis with excel spreadsheets.
* Update daily entries (Sales, purchase, cash, bank) in Tally.
* Providing required information to internal audit.
* Maintain cash book, journal, ledger, petty cash, vouchers, receipts.
* Manage communication between upper management and employees.
* GST Accounting & Payment, Prepare Working of GSTR 1 & GSTR 3B, Ensure Payment and Return Filling on Timely Basis.
* GSTR2A (Input Tax Credit) and Books (Input Tax Credit) Reconciliation and follow-up with vendors in regard of Input Tax Credit not reflecting in GSTR2A.
* Preparation with annexures Annual Return GSTR9 GST Audit.

**EDUCATION**

2015-2018 Bachelor of Commerce (Computers)

 Indian Institute of Management and Commerce, Osmania University.

**TECHNICAL SKILLS**

* MS Office
* Tally ERP 9
* Sage 300 ERP

**PERSONAL ATTRIBUTES:**

* Dedicated team member.
* Dedicated to my work and aim at perfection with good communication skills.
* Good organizational and time management skills
* Self-confident and adaptable to changing environment.

**DECLARATION:**

I declare that the above information is true to the best of my knowledge. I take complete responsibility if any of the information is found to be incorrect.

Place: Hyderabad

Date: R. KARTHIK