



# Sairam Muddam

## Work Exposure

Privileged to have worked with different level of organisations such as

- Start-Up
- Mid level Company
- Big Corporations

### Industry Exposure

- E-Commerce
- NBFC
- Banking
- Statutory & Compliance

### Domain Experience

- Accounts
- Taxation
- Audit
- Finance
- Operation
- Admin Mgmt.
- Customer Support
- Sales Support

## Key areas of work

- Procure to Pay (P2P Cycle)
- Accounts Payable & Receivable Cycle
- MIS reporting (Budgeting & Planning, Forecasting, Variance Analysis, Budget vs. Actual Analysis, Sales Analysis etc)
- Compliance & Tax - VAT, TDS, and GST
- Summary, Computation & E-filing of tax returns
- Audit (Internal & Tax Audit)
- Inventory management
- Petty cash management
- Day to day payments & disbursements
- End to end accounting entries
- Reconciliations
- Tally ERP
- MS Excel
- Vendor Management & relationship with Internal & External Stakeholders
- Office / Admin management



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## Work Experience

6 years

### Senior Executive – Finance & Accounts

Elevar Sports Pvt. Ltd. (Start Up)

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. (Fin-Tech)

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 (International Bank)

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 (CA Firm)

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	