

YASWANT KUMAR POTTI

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CAREER OBJECTIVE

To work with an Organization where I can grow in terms of knowledge, skills and attitude and put to an effective use of my professional competence so as to align self-development with organizational development.

PROFESSIONAL QUALIFICATION

LEVEL	INSTITUTION	YEAR	PERCENTAGE(%)
CA – Final (Both Groups)	Institute of Chartered Accountants of India (ICAI)	November, 2018	50.00%
CA – IPCC (Both Groups)	Institute of Chartered Accountants of India (ICAI)	May & November, 2014	51.14%
CA – CPT	Institute of Chartered Accountants of India (ICAI)	June, 2013	73.00%

EDUCATION QUALIFICATION

EXAMINATION	INSTITUTION	YEAR	PERCENTAGE(%)
B.Com (Regular)	Siddhartha Degree & P.G College, Kukatpally	2013-2016	82.57%
INTERMEDIATE	Sri Chaitanya Junior College, Kukatpally	2011-2013	95.90%
SSC	St. Martin's High School, Miyapur	2011	89.83%

WORK EXPERIENCE

Senior Accounts Executive - (23rd October, 2019 - 15th December, 2020)

Radiant Appliances & Electronics Private Limited - Hyderabad

Accounts Payable

- Vendor Creation.
- Purchase Order Verification.
- Booking of Liability.
- Passing of Bank Payment & Clearing entries.
- Preparation of Daily & Monthly Accounts Payable Aging Report.
- Collection of Documents for Payment to Import Vendors.
- Preparation of Foreign Gain / Loss Fluctuation report after every payment and Monthly report.

- Updation of Open PO's at each month end.
- Preparation of Accounts Payable Report and Other Payable Report at each month end.
- Weekly updation of Prepayment status.
- Preparation of Monthly Prepayment breakdown and the status.
- Preparation of Cash Flow Report at each month end.
- Preparation of Accounts Payable Vendors Reconciliation.

Accounts Receivable

- Preparation of Daily Sales report.
- Passing of Receipt entries.
- Preparation of Weekly & Monthly Other Receivables.
- Preparation of Monthly Accounts Receivables Adjustment Workings.
- Preparation of Monthly Sales Report.
- Preparation of Monthly Aging Report.
- Preparation of Monthly AR Reconciliation.

Taxation

- Preparation of Monthly GSTR-1 and GSTR-3B workings.
- Preparation of Monthly TDS workings.
- Preparation of Monthly Provident fund workings.
- Preparation of Monthly ESI Workings.
- Preparation of Monthly Professional Tax workings.

Costing

- Preparation of Monthly Standard Price of Local and Import raw materials.

Other Works

- Preparation of Financial Statements.
- Coordination with Statutory Auditors.

Associate - (March, 2019 – July, 2019) (Contract)

BDO Restructuring Advisory LLP – Hyderabad

Insolvency Bankruptcy Code (Business Restructuring):

- Preparation of Expenses incurred, Balance payable to vendors from NCLT Order date to 30th April, 2019.
- Reviewing Claims received from vendor's dues till NCLT date and their Admission or rejection of the same.
- Extension of Bank Guarantees such as Advance Bank Guarantees, Retention Bank Guarantees and Performance Bank Guarantees based on the project status.
- Preparation of Receivables Analysis like aging, deductions & Preparation of power point presentation of Receivables to present before Committee of Creditors (CoC).
- Conducted Transaction Audit and reported the observations to the resolution professional.

Articleship – (March, 2015 – March, 2018)

Karvy & Co - Hyderabad

Auditing:

- Conducted statutory audit of clientele from diversified industries including Construction, Automobile, Educational institution.
- Team Leader in handling interim and year end statutory audit, Internal audit of clientele representing diversified industries.
- Exposure to branch audit of banks.
- Drafted and reviewed financial statements compilations as a senior team member reporting to the Partner.

Taxation:

- Handled tax audits of Corporate assesses.
- Drafted and reviewed tax audit reports as a senior team member reporting to the partner.
- Ensuring compliances with the various provisions of the Income Tax Act, 1961 with respect to TDS and ensuring proper filing with the department.
- Computation of tax liabilities by applying prescribed rates, laws and regulations for Corporate assesses
- Assisted in GST return filings.

Other Works:

- Involved in Annual Return Filings eg: MGT-7, AOC-4 XBRL.
- Conducted physical stock verifications at the year-end & reporting of discrepancies.

Roles and Responsibilities handled as an article trainee for the period of three years:-

- Performed as Audit team player during initial stage and as Audit team leader at later stage.
- As an audit team leader responsible for designing Client Assisting Schedule, monitoring work of team members and updating audit status with audit manager.
- Responsible for the deliverables/reports Test of Controls, Walkthroughs, Audit Issue Memorandum, Audit workings and Executive summary report.

ACADEMIC ACHIEVEMENTS

- ☐ I was ranked first in Inter 1st year in my college.
- ☐ Awardee of merit Scholarship given by MHRD, department of Higher education, Govt. Of India, New Delhi.
- ☐ Qualified CPT and IPCC (Group 1 & 2) in first attempt.

TECHNICAL SKILLS

- Have good knowledge of accounting, audit and taxation.
- Working knowledge of Microsoft Word, Excel.
- Accounting Packages - SAP, Tally ERP9, Focus, Oracle.
- Good analytics, typewriting skills and quick adoption towards new techniques & tools.

STRENGTHS

- Confident, Optimistic ready to take uphill tasks.
- Co-operative and coordinating in a team environment.
- Adaptable to situations.
- Ability to grasp and analyze situations quickly.
- Good at Communication Skills.
- Enthusiastic to learn more.

PERSONAL PROFILE

Father's Name	: P. Satyanarayana
Mother's Name	: P. Sujatha
Date of birth	: 2 nd June 1996
Marital Status	: Single
Languages Known	: English, Hindi & Telugu
Address	: Plot no.-5, Sri Sai Nilayam, H.No-4-101/27, Road No.3, Jana Chaitanya Colony, Turkamjyal, Hyderabad, Telangana – 501 510.

DECLARATION:

I hereby declare that the above said particulars furnished by me are true to the best of my knowledge and belief.

(Yaswant Kumar Potti)