**­CURRICULUM VITAE**

**SHIVA LAKAMSANI**  **Contact No-9930369161/9494955764**

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| **Objective** |

Associated with a team to work towards the common goal of the organization and which will also provide opportunity to improve knowledge, skills, and general accounting.

**Professional Summary**

* 9 years of work experience in Accounts Payable and Receivables including Taxation (GST/TDS/TCS), Data Analysis & management information Reports,
* Expense wise, Cost Center wise, Monthly provisions Report.
* Proficient of Advanced Excel, word, SAP fico, Tally (ERP.9)
* SAP Implementation Core Team Member in 2015 Raymond Limited.
* Employee Expense Clam Portal Creation Core Team Member in 2016.
* Procure to Pay Portal Implementation Accounts Team core team member

**Professional Work Experience:**

**1. Raymond limited, (Shared Services Centre at Hyderabad)**

Designation: Assistant Manager -Accounts and Finance.

Duration: Aug2016 to Present-Till Date.

Role& Responsibilities:

* Led team of 6 A/P assistants, provided training, allocating and reviewing all daily

work assignments.

* Responsible for Accounting entry passes for booking of expenditures to correct GL codes and Cost Codes (PO& Non -PO)
* Instituted thorough cross-checking of invoice postings, TDS &GST calculations, exceptions,
* GR IR reconciliations and Non-PO Expanses provision Creation.
* Intercompany transaction reconciliations and balance confirmations
* Preparing Vendor Advance Aging and reconciliations
* Ensure all mails on shared mailboxes and all other queries are answered within the time stipulated under the SLA or as agreed within the department.
* Taking ownership to close all open issues pertaining to the process
* Ensuring that all the team members are updating the trackers
* Resolving day to day SAP-FICO related concerns for the smooth functioning of the accounting function.
* Assisting in Statutory Audit-quarterly and time-bound.
* Preparing monthly actual cost vs budgeted Cost
* Creating Vendor/customer Masters Data Maintenance
* Tax Code Creation and GL Accounts Mapping

**2. Raymond Limited, Division at Bengaluru)**

Designation: Executive -Accounts and Finance

Duration: Jun2014 to Aug2016

Role& Responsibilities:

* Matching vendor invoices against the receipts of Purchase Orders.
* Non-PO Invoices Like (Rent, Utility & Petty Cash Booking and Payment Processing to Retail Stores (As SLA).
* Accounting of employee-related overheads, eligibility's (i.e., local travel,

Foreign Travel, Salary advance, other recoveries, etc.)

* Day to Day Bank Account Reconciliation
* Sales Enters Push to Shopper HO to ERP(Sap)
* Petty Cash Impress Advance Processing New Stores, And Recovery to Closed Stores
* Store Wise Receivable Booking in ERP And Recollection with Sales
* Day and Month wise Preparing Revenue Report
* Preparing Vendor Aging Monthly
* TDS & Service Tax Reports Preparing Monthly and Send to HO

**3.Tectoin(Kag India), Hyderabad**

**Designation: Accountant**

**Duration: From 5th Jun2012 to 20thJune, 2014**

Role and Responsibilities:

* Petty Cash Vouchers Booking.
* Sales and Purchase Invoices Booking.
* Intercompany transactions Reconciliation
* Bank Account Reconciliation
* Coordination with the auditor and Submit the tax Cheques

**Academic Qualification:**

* **MBA**-Finance and Marketing, JNTU (Kakinada) - November 2011-Regular.
* **B. Com** - Andhra University (Tanuku)April 2009 –Regular.
* **CEC**- Board of intermediate Education –AP, March 2006 – Regular.
* **SSC**-Board of Secondary Education –AP, March 2004-Regular.

**Technical Skills:**

* SAP Fico Course Completed in 2011 At comp-u-learn at Hyderabad.
* Advanced Excel (VLOOKUP, H-Lookup, Advance pivot tables, Wildcards etc.), word (Mail merge), Outlook.
* Languages Known: English, Telugu Hindi and Kannada.

**Personal Details:**

Name: Shiva Lakamsani

Date of Birth: 24th Aug 1989.

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Shiva HyderabadBD21298_