M Ravi Kumar

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# Profile Summary

**Diligent, results oriented, multi-skilled** contributing 15+ years across **the entire gamut** of Finance operations encompassing Treasury Management, Accounts Payable, General Accounting, Audit and Statutory Compliance. Last worked with **Pennar Industries Limited** as **Dy. Manager - Accounts**.

* **Skilled at preparing**& maintaining books of accounts, statutory registers, reconciliation statements and consolidated reports in compliance with accounting standards & other statutory requirements.
* **Demonstrated expertise** in managingfinancial systems & procedures for high-quality of operations.
* **Pragmatic, with proven managerial acumen** and abilities to withstand work pressures, deliver assignments within specified time frame without compromising on quality benchmarks.
* **Go-getter, tactful and honest** with high energy level and consistent, rational and objective decision making with strong negotiation, facilitation and influencing skills

# Expérience Profile

***PENNAR INDUSTRIES LIMITED***

*Dy.Manager - Accounts*

*Tenure: October 2017 – March 2018*

***Company Profile***: Manufacturers of Cold Roll Formed Sections, Sheet metal pressed, Fabricated & Machined Components, Precision / Cold Drawn Electric Resistance Welded TubesFabricated components & structures design development and Hydraulic Cylinders with a turnover of Rs.1500 crores.

***Job Profile***

* Handling **TUBES DIVISION AR**.
* Monitoring Daily Collections & Sales
* Collection follow-up
* Co-ordination with Marketing Team in all Branches.
* Sale Order costing
* Monthly ageing & Forecasting
* Issue of Credit Notes

***Finance Plus India- Mumbai***

*Commercial Manager*

*Tenure: November 2016 to September 2017*

***Company profile: A Finance Hub created by WPP Group in Mumbai for their companies based in India. All Finance personnel transferred to Mumbai from all over India with same service.***

***Job Profile: Same as TNS India Private Limited***

***TNS India Private Limited - Hyderabad***

*Assistant Manager – Accounts*

*Tenure: December 2006 – October 2016*

***Company profile:***TNS India Pvt. Limited, UK based Market Research and Survey Organization (WPP GROUP), having its branch offices and field centers across the India, worked at corporate office - Hyderabad. TNS is one of the markets leading Research Organization.

***Job Profile:***

*Treasury Management:*

* + Monitoring of AR Collections
  + Preparation of fund position statement and present it to management daily.
  + Allocation of funds (outflow) to various payments based on priority
  + Monitoring Inward & Outward remittances.
  + Facilitating to Branch / Field Offices for Project fund management
  + Conversion of Foreign currencies at the best price / fund requirement
  + Month end Re-valuation of foreign currency accounts with Group Treasury rates
  + Placement of Term Deposits and monitoring the existing Term Deposits as per business requirements
  + Allocation of Funds for Statutory Payments & Salaries as per business norms
  + Weekly Report to Group Treasury
  + Cash flow statement on Monthly basis with YTD details
  + Preparation MIS reports in support the Group Monthly reports
  + BRS & Cash certificates monitoring for All India Offices.
  + Attending audit requirements as per the company norms.
  + Preparation of Board Resolution copy to bank for any changes in authorized signatory
  + Attending Audit / SOX audit requirements

*Accounts Payable:*

* Aging analysis of Creditors
* Processing of payment to creditors as per instructions received from Accounts payables Team after checking of appropriate documents / TDs Deduction and Approvals.
* Loading payables list into net banking and ensure to authorisation of same.
* Send confirmation to AP team after processing of payments
* Preparation and processing of Outward remittances.

***KONE Elevator India Private limited – Secunderabad***

*Branch Accountant*

*Tenure: February 1998 – November 2006 (8 Years)*

***Company Profile***: The world leader in Elevator and Escalators.Situated in Chennai-Southern State of India, KONE is enjoying a major share in domestic OEM requirements as well as aftermarket in India for the past 2 decades.

***Environment*:** Handled independently finance division activities of their Secunderabad branch. New process approach for the Developments of accounting practices to reach new heights.

***Job Profile***

* Responsible to the Accounts of three branches with having 1800 customers spread all over Andhra Pradesh.
* Invoice raising as per agreement / PO.
* Monitoring Debtors and follow up for Collections
* Analysis of Creditors and arranging payments to Vendor/Sub contractor as per the terms.
* Internal Budgeting related to Sales, expenses & collections.
* Settlement of incentives to employees.
* Collection of TDS certificates
* Job costing i.e., allocation of expenses on each job wise.
* Supporting Tender Documentation
* Sales tax, TDS & statutory remittances.
* Branch Administration/Facilities like Housekeeping, security, Book keeping, stationary etc.
* Monthly MIS reports (Order Book, Sales, AMC renewals and Client Ageing Report with remarks)

***L N POLYESTERS LIMITED***

*Senior Accountant*

*Tenure: July 1994 – Jan1998 (4 Years)*

***Company Profile***: South India first Polyester Dyed Yarn Manufacturing Company with a turnover of Rs.100 crores and having sale depots all over India.

***Job Profile***

* Handled day-to-day Accounting activities.
* Ensuring accounting of raw materials and Co-ordination with factory.
* Monitoring Hundies and Letter of Credits.
* Stock Statements to Banks.
* Finalization of creditor’s payments.
* Preparation of Monthly P&L accounts.

***P V SUBBA RAO and Company***

*Assistant – Taxation and Accounts*

*Tenure - May 1988 – June 1994 (6 years)*

**Job Profile**

* Sales tax monthly returns and assessment statement work.
* Preparation of IT computation statements for Individual and Registered firms.
* Maintenance of books for various clients.
* Audit and Tax audit works.

# *Academic*

Bachelor of Commerce (B.Com) - Graduated from **NAGARJUNA UNIVERSITY –** 1988

Date of birth : 14-08-1968

Address for communication: H.No. 318/C (1st floor), A.P.H.B., Sanjeeva Reddy Nagar, Hyderabad – 500 038.

# Technical

* ***Operating systems :*** Windows 2000/NT/98/95, Ms Dos
* ***ERP :*** End user of ACCPAC and Maconomy
* ***Packages :*** Tally and Focus software
* ***Office Tools :*** MS word, MS Excel & MS PowerPoint
* ***Type writing :*** Higher Grade in English, Telugu and Hindi