

***An enthusiastic & high energy driven professional, targeting assignments in Finance & Accounting and People Management with a reputed organization***

## CORE COMPE TENCIES

***Finance & Accounts***

***Budget, Forecast, Variance Analysis***

***Internal Audit***

***MIS Reporting & Documentation***

***Financial Analysis & Modeling***

***Liquidity Management***

***Risk Assessment***

***Statutory Compliance***

***Taxation***

***Leadership & Team Building***

## PROFILE SUMMARY

- Semi Qualified CA with **6+ years of experience** in **Financial Analysis & Reporting, Accounting, Taxation, Audit** and other financial functions effectively
- Adept at using diverse Enterprise Resource Planning (ERP) systems and analytical tools to automate to simplify existing processes and to improve organizational decision making capabilities
- Experience in monitoring key performance indicators, operational performance indicators, strategic initiatives, risk scenarios and business plans for the Finance Department
- Maintained reports; created, documented, and posted complex journal entries; recorded various intercompany transactions and cost allocations
- Adhered to accounting controls by following policies and procedures in compliance with legal and regulatory requirements
- Hands-on experience in performing Fundamental Analysis of an Organization based on its Financial Reports
- Ensured matching of purchase orders, goods receipt notes, delivery notes, invoices, debit/credit notes, vouchers and other related documents before creating any accounting entries
- Documented and maintained reports related to cash flow and presented the same to regulatory authorities
- Proficiency in managing financial accounting, preparing ledger books, bank reconciliation statements and finalization of accounts
- Strong leader & team player; excellent motivational skills to sustain forward growth momentum while motivating team members

## PERSONAL DETAILS

**Date of Birth:** 26<sup>th</sup> June 1993  
**Languages Known:** English, Hindi, Telugu  
**Marital Status:** Single  
**Address:** H.No-3-67, Kalakova village, Munagala Mandal, Suryapet District, Telangana-508233

## ACADEMIC DETAILS

- **2017:** CA – Final 1 Group **2012:** CA - INTER from The Institute of Chartered Accountants of India
- **2011:** CA -CPT from The Institute of Chartered Accountants of India
- **2014:** B.Com. from Kakatiya University

## TECHNICAL SKILLS

- Expertise in TALLY ERP9, Wings
- SAP FICO (Minimal) ,adept at using diverse ERP Systems
- MS Word, MS Excel, MS PowerPoint, Google Sheets and Multiple Analytical tools to automate process

## SOFT SKILLS

- Problem Solving Attitude
- Leadership
- Flexibility / Adaptability
- Time Management and Team Work
- Analytical / Quantitative

## ORGANISATIONAL EXPERIENCE

***Since Aug'20 with, Gupta Infra Ventures and Constructions Pvt Ltd as Senior Accounts Executive***

- Preparation and Filing of GST , TDS , PF, ESI and Professional Tax Returns
- Manage financial systems and budgets
- Overseeing the Payments to Contractors and TDS Payments
- Tenders Documents Preparation
- Maintain accounting records and prepare accounts and management information
- Prepare financial statements, including monthly and annual accounts

***Since June'18 to March'20 with, TGR & CO., A Chartered Accountancy Firm as Executive (Finance&Audit)***

### **Key Result Areas:**

- Preparation and Filing of All Statutory Returns ( GST, TDS, TCS, PF, ESI, PT, ROC Filings, ITR's)
- manage financial systems and budgets
- participation in financial audits (an independent check of an organisation's financial position)
- provide financial advice
- liaise with clients (individuals or businesses) and provide financial information and advice
- review the company's systems and analyse risk
- perform tests to check financial information and systems
- advise clients on tax planning (within current legislation to enable them to minimise their tax liability) and tax issues associated with activities such as business acquisitions and mergers
- maintain accounting records and prepare accounts and management information for small businesses (accountancy)
- advise clients on business transactions, such as mergers and acquisitions (corporate finance)
- counsel clients on areas of business improvement, or dealing with insolvency
- detect and prevent fraud (forensic accounting)
- manage junior colleagues
- liaise with internal and external auditors (where applicable) and deal with any financial irregularities as they arise
- produce reports and recommendations following internal audits or public sector audits
- prepare financial statements, including monthly and annual accounts
- arrange financial management reports, including financial planning and forecasting
- advise on tax and treasury issues
- negotiate terms with suppliers.

***April'16 to March'17 with BGR & Associates a Chartered Accountancy Firm As A Paid Assistant,***

### **Key Result Areas:**

- Providing timely, appropriate and precise reports and evaluation of the organization's results to enable decision-making to achieve the budget and the strategic plan to clients
- Planning and executing monthly/quarterly/annual closure schedules; providing monthly financial statements; administering the monthly closing process of clients
- Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the General Ledger of clients
- Monitoring accounting and finance activities of company; summarizing current financial status by collecting information, preparing balance sheet, profit & loss statement, and other reports to clients
- Responsible for preparation of monthly reports and forecasting the summary of reports.
- Having Experience in Accounts payable and Accounts receivables and Asset accounting.
- Having experience in BRS and Updated on daily basis.
- Having experience in preparation of MIS and updating both Purchases and Sales.
- Having experience in raising of purchase order and inventory management.
- Having experience in maintaining of cash book
- Having experience in processing of bills for payments and making of payments vouchers.
- having experience in filing of monthly returns i.e GST and TDS
- Having experience in reconciliation of accounts payables and accounts receivables
- Having experience in general ledger accounting and Intercompany accounts.

## PREVIOUS EXPERIENCES

***March'13 – March'16 with BGR & Associates a Chartered Accountancy firm As Articled Assistant***