

Career Objective:

I aspire for a challenging position in a dynamic work place where I can enhance my skills and strengthen them in mapping with organizational goals.

Work Experience:

- **As Process Developer (RTR) in Genpact India Pvt Ltd, (18-12-2019 to 11-06-2020)**
 - Financial analysis – Preparation of Fund Flow statements, Cash Budgets, Head count Report, SGR Report, Capex, Opex, Flux analysis, FAR & various Reports etc.
 - Period End close – Posting of Accrued Expenses, Payroll entries & Tax entries using Win shuttle. Preparation & posting of bad debts calculation.
 - Inventory Reports- SKU Reports & inventory Valuation etc.
 - Fixed Asset Accounting – Creation of FA & posting in GL, Depreciation run.
 - Intercompany Accounting, Intercompany Reconciliation of Vendor & Customer balances – If any variances – investigating thoroughly.
 - Variance analysis – Ratio analysis report, Budget Variances & analysis of variances,
 - Bank Accounting – Posting of Entries & clearing with vendor/customer open items.
 - Reconciliations- Preparation of GL accounts reconciliation reports in Blackline.
 - COPA run, Vat run, Calculation of Recharges for Intercompany, Commitment accruals, Cost center allocations & settlement run etc.
 - Conducting training to New joiner for Knowledge Transformation.
- **As Audit & Accounts Executive in M/s. J.Akash & co, Accountants, Guntur & Hyderabad (Jan 2019 to Nov 2019)**
 - Work exposure includes Statutory Audits, Bank Audits, Internal Audits, E-filing of income tax, GST Returns, ROC filings of various entities & Individuals,
 - Preparation of Financial statements as per INDAS of various entities,
 - Conducts a training to Accountants about GST implementation & filing of returns.
- **Completed Three years Article Ship from**
 - M/s. **CH Veerababu & co**, Chartered Accountants, Guntur, (April 2015 to Nov 2016).
 - M/s. **Vennapusa & co**, Chartered Accountants, Hyderabad (July 2017 to Dec 2018)
 - Work exposure in Article ship include Statutory Audits, Bank Audits, Internal Audits, E-filing of income tax, GST returns, ROC filings of various entities & Individuals,
 - Preparation of Ledgers and Final Accounts of various entities,
 - Synchronized Audit Activities of Various Clients with in the time constraint,
 - Scrutinized General Ledger Reconciliations (including GST), General Vouchers.
 - Providing training to new Article students & managing a team of 4 members.

- As Accounts Executive in **PCS TEKSERVE**, Networking & Software Technologies, Hyderabad (Dec 2016 to July 2017)
 - E-filing of GST Returns, PF returns & ESI returns.
 - Preparation of Monthly Financial statements & Various MIS reports for bank loan.
 - Supporting in migration of accounting software & handling AP, AR, RTR works.

Academic Profile:

- Bachelors of commerce (General) from Acharya Nagarjuna University with 67%.
- Intermediate from Vivekananda Intensive Junior college with 90.9%
- SSC from Board of secondary Education AP with 85%
- CA IPCC from ICAI with 58% in 2014.
- Knowledge of Fund Accounting, Investment Banking, Financial Markets.
- Pursuing Diploma IFRS of ACCA & Enrolled Agent of USA Taxation.

Computer and Interpersonal Skills:

- Working Knowledge in MS Office, Blackline, Winshuttle, Qlikview, Power BI and Accounting packages like Tally, SAP Fico, Oracle finance, Quickbooks.
- Underwent 100 hours of ITT, Advanced ITT & AICTISS Trainings conducted by Institute of Chartered Accountants of India.
- Potential Team Participant with good Communication skills.

Strengths:

- Confident and very much interested in tackling new challenges.
- Enthusiastic and always inclined towards learning new topics.

Special Interests:

- Playing cricket
- Browsing internet

Personal Profile:

Father's Name	:	V. Vardhaman
Mother's Name	:	V. Lakshmi
Date of Birth	:	23-08-1994
Gender	:	Male
Marital Status	:	Single
Languages known	:	English, Telugu & Hindi
Present Address	:	D.no.8-3-430/4/1, Ameerpet, Hyderabad, Telangana - 500073

I hereby declare that all the information mentioned above is true and correct to the best of my knowledge and belief.

Place: HYDERABAD

Date:

(LAKSHMI NAGA CHAITANYA VUTUKURI)