



S. ANIL KUMAR

SENIOR FINANCE & ACCOUNTING OPERATIONS PROFESSIONAL

CONTACT INFORMATION:

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PERSONAL DETAILS:
Father's Name : NAGAPPA SHANKAR
Date of Birth : 20/11/1976
Marital Status: Married

Languages Known:
English, Hindi, Telugu & Kannada

EDUCATION QUALIFICATION:
Bachelor of Commerce
City college, Hyderabad
YEAR : (1997- 2000)

AWARDS & ACHIEVEMENTS:

- Best Employee awardee for Jan,2013 to Mar,2013.
- Best dedicated service awardee for completing 9 Years.
- Best dedicated service awardee for completing 10 Years.

DESIGNATION & COMPANY NAME :

Finance & Accounts - Head
SANDSTONE INFRA (I) PVT. LTD.
Real Estate Company
(01/2020) - (05/2020)

PROFESSIONAL SUMMARY

Senior Finance & Accounting Operations Professional with 13.5 years of experience and Best employee awardee with excellent employment history in Real Estate, Hospitality Services and Agriculture Drip Irrigation. Board knowledge of Budget Planning, Projection, Forecasting, Financial Planning, Financial Statements, MIS Profit & Loss, Cash flow, Cost Analysis AP,AR,GL,GST,TDS,PT, Labour License, Balance Sheet and Audit preparation. Effective accounting, capable of developing internal controls that increase efficiency and enhance accuracy.

IT SKILLS

- Quick Books
- Tally EPR 9.2
- G Suite
- MS Excel
- Pivot Table
- Oracle ERP12
- Sales force
- IBM Lotus
- MS Power Point
- V Lookup
- SAP Fico R3
- Cloud 9X CRM
- MS Word
- MS Outlook
- H Lookup

KEY ACCOUNTING SKILLS

- Balance Sheet
- Financial Reporting
- Forecasting
- Variance Analysis
- Cash Flow Management
- Invoice Processing
- Bank Reconciliation
- Accounts Receivable
- Fixed Assets
- Purchase Management
- Procurement
- Order to Cash
- Debit Note
- Brokerage
- Statutory Accounting
- Tax Returns
- Professional Tax
- Problem Solving
- VAT Assessment
- Trial Balance
- Financial Planning
- Budgeting
- General Ledger
- Payroll Processing
- Outstanding Aging
- Letter of Credit
- Accounts Payable
- Inventory Management
- Vendor Payments
- Revenue Management
- Record to receipt
- Credit Note
- Debtors Reconciliation
- Statutory Compliances
- GST
- Internal Audit
- Month End Closing
- PT Assessment
- Accounts Finalization
- MIS Preparation
- Cost Analysis
- Journal Entries
- Bad Debts
- Collections
- Bank Guarantee
- Prepaid Expenses
- Stock Audit
- Inter company Accounting
- Expenses Analysis
- Procure to Pay
- Commission
- Creditors Reconciliation
- Investors Reconciliation
- TDS
- Statutory Audit
- Year End Accounts Closing

OPERATIONS SKILLS

- Administration
- Vendor's Relation
- Cafeteria
- PPT Presentation
- Commercial tax
- Team Management
- Meeting Room
- Action Planning
- Corrective Action
- Income tax
- Customer Services
- Virtual office
- Process Improvement
- SOP & CDS
- Labour Dept.

FACILITIES MANAGEMENT

- Housekeeping
- Parking Facilities
- Building Management
- Security & Safety
- HAVC & CCTV
- Electricity & Electrical
- Pest Control
- Water- CAM

PROFESSIONAL EXPERIENCE

Job Description:

- ❖ Prepare Monthly MIS Profit and Loss, Prepare Budget, Forecast monthly, quarterly and annual revenue results.
- ❖ Conduct profit and cost analyses . Develop secure procedures to maintain

Regional Manager - Accounts
VATIKA BUSINESS CENTRE
(VATIKA GROUP)
Real Estate & Hospitality Services
(Co- working Spaces)
(06/2007) - (07/2019)

Junior Accountant
NETAFIM IRRIGATION (I) PVT. LTD
(MNC)- Manufacturing Company
(05/2006) - (03/2007)

Accounts Executive
M/s. MAHASHAKTI ENTERPRISES
Distributor of Kenstar & Milton
(11/2003) - (04/2006)

Audit Assist-cum- Accounts Assist.
M/s. R L ASSOCIATES -
Chartered Accountants Firm
(09/2000) - (10/2003)

- ❖ Centralized and standardized the divisional reporting, including explanation of variances and accounting issues.
- ❖ Oversee operations of the finance department, set goals and objectives, and design a framework.
- ❖ Correspond with various other departments, discussing company plans and agreeing on future paths to be taken.
- ❖ Provide financial analysis and evaluation of company performance, report to top management.
- ❖ Coordinate with Accounting team during the month-end close process to finalize the Accounts
- ❖ Manage the Finance Distribution department, responsible for branch profitability reporting and all branches related business decisions. Prepare year-end audit schedule, and financial statements
- ❖ Coordinate for balance sheet and Ensure all Financial Accounting Reports, Expenses Controls, Internal Controls, Budgeting and Planning, TDS Tax and Agent Commission.
- ❖ Responsible and lead the company's financial accounting, funding, and cash-flow etc.,
- ❖ Lead the Finance & Accounting Department .

Job Description:

- ❖ Manage daily and monthly accounting activities. Prepare monthly consolidated financial reports.
- ❖ Prepare monthly MIS Profit and Loss, Annual budget, Projection, Forecasting, and Cost analysis, Cash flow.
- ❖ Supervise Accounts Receivable and all related accounts receivable functions, credit and collections.
- ❖ Prepare monthly invoices, outstanding statement with aging, collections follow up with clients. Provide accounts receivable and collections reports to management.
- ❖ Supervise Accounts Payable and all related Accounts Payable functions including vendor relations. Manage weekly payments schedule to assure vendor payments and release the checks to vendors based on cash availability..
- ❖ Monthly Bank reconciliation. Ensure bank deposits and credit card settlements are made, banking records are submitted on time by all four branches in various locations.
- ❖ Prepare monthly Commissions, company Accounting Policy and Procedures for all payable commissions
- ❖ Prepare monthly compilation of information for preparation of tax returns GST, TDS and PT.
- ❖ Coordinate with external auditor on a regular basis, assist in conducting audits to resolve the issues of various accounting queries of internal and external audit and presented final audit reports.
- ❖ Manage the monthly financial closing process, ensuring all costs incurred are properly recorded, reviewing journal entries.
- ❖ Actively review and advise on financial accounting processes, Resolve inventory accounting discrepancies in ORACLE system
- ❖ Manage the Accounting team. Reported to Vice President, Finance & Accounts.

Job Description:

- ❖ Accounts Receivable, BRS, Bank and Cash Collections, Sundry debtors reconciliations.
- Accounts Receivable, Cash & Bank, Outstanding follow up and Collections.
- Internal Audit, Bank Audit, Clients Accounts, Financial statement .