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Visa Status: Visit Visa

Availability: 90 Days



### **PROFILE SUMMARY**

*Results orientated, capable and confident professional with broad-based and progressive experience in Auditing, business management, customer interaction, accounting and executive administration. Adept to ensure what has to be done is done effectively and efficiently within the constraints of budget and time. Proven leadership skills along with the necessary tenacity needed to get the most demanding of jobs done. Born negotiator who can successfully talk through disagreements between highly entrenched parties. Proven track record of professionalism, integrity, and creativity. Well-versed in managing diverse people and complex tasks within an office setting. Demonstrated ability to prioritize assignments and make effective decisions. Consistently praised for the quality and timeliness of reports, attention to detail, exemplary customer service delivery and team-player attitude. Dedicated to providing exceptional support to senior management.*

*Right now, I am looking for an opportunity to build a career with a company that has a friendly, flexible working environment where I can learn, develop and thrive.*

### **AREAS OF EXPERTISE**

- **Financial Reports Preparation.**
- **Budgeting & Forecasting.**
- **Management Accounts Preparation.**
- **Accounts Receivable & Payable Mgt.**
- **Bank Reconciliation & Rectification.**
- **Inventory & Payroll Mgt.**
- **Strategic Planning and Execution.**
- **Problem Solving and Analytical Skills.**

## **KEY SKILLS AND COMPETENCIES**

### **Areas of expertise:**

#### ➤ **Fixed Assets & Intercompany Accounting**

- Creation & Monitoring FAR (Fixed Asset Register) as per internal capitalization policy
- Reconcile the balance in the fixed asset subsidiary ledger to the summary- level account in the general ledger. (FAR v/s GL)
- Perform period end close Intercompany activities
- Intercompany Ledger Reconciliation and Settlement with Treasury
- Posting of Intercompany recharges

#### ➤ **Accounts Payable**

- Verification & Accounting for External & Internal vendor invoices and tracking payment processing.
- General Ledger and Vendor balance reconciliation on monthly and quarterly basis.
- Researching and Looking into customer account details then rectifying errors.
- Handling of service tax payments and filing of income tax return.
- Accounting, tracking and timely clearance of advance payments.
- Tracking and analysis of one-time payments and issuance of demand drafts.
- Reporting at all levels with requisite information needed to the regional heads as and when justified or required.

#### ➤ **General Ledger**

- Reconciliation of bank accounts, accruals and prepaid expenses.
- Coordinate with the respective teams for clearing open items.
- Responsible for the accurate and timely completion of monthly firm financial statements.
- Cost center validation for proper cost appropriation.
- Periodic Reconciliations of control accounts with respective ledger accounts.

#### ➤ **Financial Planning & Reporting**

- Budgeting, Forecasting & Analysis of the Revenue & Expenses.
- Consolidating, Variance Reporting & Forecasting the leadership on accruals for the accounting period & Prepare new report model based on the client requirements
- Assisting the leadership in forecasting the budgets with the help of past records and reporting to the leadership.
- Proven ability to complete mathematical calculations with a high level of accuracy and proficient in mathematics, strong of accounts payable also, ability to quickly learn new and complex software.
- Strong knowledge in developing a deep understanding of consumer and trade needs, attitudes and behaviors. Translate that knowledge into actionable marketing strategies to grow the brand and build relationships across different levels with people from all social or cultural backgrounds.
- Exceptional ability to perform other related tasks as assigned or required.
- Ability to develop and maintain effective working relationships at all levels.

## EDUCATION

- **Master's in commerce with Financial Management (M B A)**  
Acharya Nagarjuna University, Hyderabad, India.
- **Bachelor's in Commerce, Advance Accounting (B. Com)**  
Osmania University, Hyderabad, India.

## TECHNICAL PROFICIENCIES

- Proficient in the use of (MS Word, Excel, Outlook and Power-Point)
- IBMS Software – Getset Application
- Tally Prime.

## Interests & Hobbies

- Traveling and Adventure trips
- Cricket
- Hang out with friends
- Internet surfing

## REFERENCES

Available on request.

## ➤ PROFESSIONAL EXPERIENCE

### ❖ Assistant Manager – Finance & Accounts / HR & ADMIN

Appcure Labs Private Limited (100% EOU, Hyderabad, India)  
It's a Research & Development of Pharmaceuticals, Affiliated to  
Appco Pharma LLC, New Jersey, USA. {JAN 2022 – Oct 2022}

- ✦ Responsible for handling customs works like filing of Annexure-3s, Bill of entries and Bill of Imports and Exports.
- ✦ All Statutory reports like VAT, CST, Excise, Service Tax, Professional Tax, Customs Duty and GST.
- ✦ Cash flow
- ✦ Maintain up-to-date invoicing system.
- ✦ Reconciliation of Customer & Vendor accounts.
- ✦ Investigating and resolving customer's queries.
- ✦ Fixed Assets Reconciliations, Revenue Accruals, Tax Entries and Daily bank clearing and Bank account reconciliations.
- ✦ Prepare AR aging & follow-up for receivables to ensure compliance.
- ✦ Filing of TDS and preparation of Form-16 & Form – 16A
- ✦ Prepared monthly/annual budgets, forecasts and plans tasks management.
- ✦ HR Management including managing cash and staff salaries, also management and supervision of team, Office Administration, and Staff Training.
- ✦ Planning, controlling and allocation of tasks, Review, analysis and conclusion on work performed.
- ✦ Coordinate and compliance with Internal and External Auditors in completing Audits.
- ✦ Other assurance assignments finalization as per authorities' requirement and their submission
- ✦ Established and maintained an effective system for analyzing and Reporting

### ❖ SENIOR ACCOUNTS EXECUTIVE- Finance & Accounts

Smart Labtech Pvt. Ltd. (Hyderabad, India).

It's a Trading House of the Laboratory Equipment's, {April 2011 – Jan 2022}.

- ✦ Responsible for handling Sales Tax, Professional Tax, filing of VAT & CST returns, GST Returns, TDS Statements.).
- ✦ Pay role, Accounts Receivables and Payables, Maintenance of Bank guarantee's, EMD's and other bank transactions Salary Processing, EPF processing, ESI processing.
- ✦ E-filing of TDS Statements, Preparation of form 16 & form 16A, Internal & External audit organization etc.
- ✦ Preparation of Internal Audit reports & its presentation to Board of Directors.

## ➤ Achievements

- I got a Best Employee Award in Smart Labtech Pvt Ltd in the year 2018-19 & 2019-20.

## ➤ Personal

- Excellent listening and communication skills both oral and written.
- Keen and willing to learn new skills.
- Good team player, articulate, leadership and self-starter.
- Open minded and flexible with the ability to think outside the box.

Signature  
(KOLLOTU RAVINDRA)