

## PERSONAL PROFILE

Targeting Mid-level assignments in  
Finance & Accounts and Financial  
Controlling & Analysis

## CORE COMPETENCIES

Finance & Accounting  
Tax Planning Strategy/Litigation &  
Advisory  
Accounts Payables  
Accounts Receivables  
Fixed Asset Management  
Invoice Processing  
Statutory Audits  
MIS/ GL & Management Reporting  
Financial Planning & Analysis  
AR & AP Management

## TECHNICAL SKILLS

ERP Application: **SAP R/3 ECC 6.0,**  
**SAP HANA**  
SAP: **SAP FICO**  
Others: Accounting Packages **Oracle**  
**Financial (end user), Accpac &**  
**Peachtree**

## SOFT SKILLS

Consultant  
Collaborator  
Communicator  
Problem Solver  
Team Player  
Thinker

## EDUCATION

MBA from JNTU, Anantapur in 2009  
B.Com. from S.V. University, Tirupati  
in 2006

## PERSONAL DETAILS

Date of Birth: 1st Jul 1985  
Languages: English, Telugu and Hindi  
Address: Hyderabad, India  
Passport Details: W9726133 Valid  
Upto: Jan 2033  
Dependents: 3

## PROFILE SUMMARY

- **Achievement-Driven Finance & Accounts Professional** with over 11 years of experience in streamlining financial accounting operations; directing financial analysis with exposure in internal & regulatory reporting, general management and planning & execution of statutory & internal audits
- **Positively affected cash on intercompany transfers by monitoring/transferring** current cash balances in foreign currency accounts to prevent foreign exchange charges
- **Provided accounting assistance and training to AP SLA** regarding systems, required approvals and vendor classification; ensured timely payments to vendors as per the agreed credit period; supervised the reconciliation of Vendor Account on a periodic basis
- **Promoted cross-training throughout the Accounts Payable (AP)** function by creating an internal training program focusing on improving business operations, policies and processes
- **Enterprising strategist with recognized skills in spearheading business** to accomplish corporate plans & goals successfully

## WORK EXPERIENCE

Since Jul 2020 | Till date: KVR Retail Pvt Ltd., Hyderabad as Senior Accountant

### Key Result Areas:

- Preparing daily Accounts Payable (AP) process reports in Accounts Payable Module in ERP
- Managing foreign & domestic vendor relations; ensuring timely, accurate processing of advance controls for payments of invoices and taking corrective action to maintain control on invoices and payments under GST Laws
- Managing Reconciliations such Bank, customer and Vendor reconciliations at regular intervals
- Effectively reviewing AP Aging to clear the pending payments also providing payment instructions based on fund allocation
- Ensuring the statutory compliance with respect to vendor invoice accounting and payments (availing of GST input credit, TDS)
- Reviewing Advance Payments, Invoice follow ups and advance clearance; managing PR, PO and Service entries for Finance related expenses; maintaining Rejection Invoices, Debit Notes-Customer to Vendor Transfer also monitoring the Debit Balance Recovery from Vendors
- Collecting accruals from user departments, checking, loading the expenses and review
- Working on submission of MIS reports with respect to expenses (Balance Sheet Schedules)
- Monitoring the variance analysis on Budget vs Actual on monthly expenses
- Maintaining Prepaid expenses tracker and monthly charge off to expense account
- Maintaining adherence to corporate, accounting and GAAP standards; addressing the escalated Accounts Payable issues raised by employees and vendors; ensuring accurate and compliant files and records in line with company policies & government regulations
- Publishing various MIS including liabilities, advance schedule, payment ageing, currency-wise, country -wise ageing reports & dashboards; submitting the same to senior management for decision-making
- Implementing internal control disciplines throughout the region to maintain integrity & accuracy of financial reports
- Ensuring accuracy in booking of expense in correct account code and timely booking of expense
- Conducting variance analysis between projected & actual figures; taking corrective actions to increase profitability of the organization

## PREVIOUS EXPERIENCE

Dec'2013 – Mar'2020: Al Riyash Trading Co., Kuwait as Accountant

### Highlights:

- Correspondence with Banks for Letter of Credit (LC) issues i.e., payment terms, LC settlements, LC amendments, Letter of Guarantee (LG), refinance loan facilities, facility utilization levels and cost of finance so on

Jan'2013 - Dec'2013: HMS Host Service Ind. Pvt ltd. Hyderabad as Accounts Executive

Oct'2011 -Jan'2013: TAJ GVK Hotels & Resorts., Hyderabad as Accounts Assistant