

CA AGALDIVITI RESHMA

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RESUME

CAREER SUMMARY

Self-driven and team-oriented Chartered Accountant, graduated with long term internship experience specializing in informative and persuasive professional presentations. Holds a hands-on expertise in financial data trend analysis, reviewing financial statements, executing variance analysis, performing month end/ Quarter end/ Yearend accrual workings, customized MIS reports/Ad hoc Reports upon requests.

CURRENT ROLE

Working as **Lead Analyst – Financial Planning & Analysis** at Thomson Reuters group Since 24th May 2021. Had experience in following areas

- Review Financial Statements, Evaluate cost and revenue trends.
- Develop, Implement & maintain preventive, detective & Corrective accounting controls.
- Making Calculations and posting month end, Quarter end and Year end Accruals.
- Yearly and quarterly product profitability statements reflecting product wise gross & net margin, Cost benefit analysis.
- In depth analysis on key movements and trends in P&L line items.
- Designing & scheduling weekly, Monthly & yearly Comprehensive spending reports, abstracts & charts to present data, guide investment strategies and support decision making.
- Review and analyze manual and automated procedures, systems and controls and make recommendations as required.
- Performing ad-hoc analysis & reporting.
- Budget vs Plan vs Actual reconciliations every Month end, Quarter end & Year end
- Prepare monthly business review presentations, provide insights on financial results and business drivers
- Lead monthly forecast and actual processes
- Manage process for annual and quarterly budgeting, financial projections & re-projections, and internal/external business reporting
- Monthly Goods receipting and payment processing.
- Coordinating with accounts payments team for hassle free vendor payment processing.

PREVIOUS ROLE

Served as **Deputy Manager Finance and Accounts** at Accurate Developers group from 09th May 2018 to 16th Jun 2020. Had experience in following areas

- Provide accurate and timely financial information to Management as and when required
- Managing accounting functions, including maintenance of general ledger, accounts payable, accounts receivable, and project accounting
- Managing monthly closing of financial records and posting of month end information
- Providing accounting assistance to Project Managers, Operations staff, CRM team etc.
- Acting as a liaison between the company, government, and external accountants to meet information needs and to ensure that proper information is maintained for historical purposes
- Preparing and recommending operating and personnel budgets for approval
- Monthly Tax deduction calculations payment & return filings. Ensuring proper accounting & presentation in financial statements.
- Monthly Goods and service tax payment & input tax calculations, Payment and ensure proper accounting in financial statements.
- Look after bank records and reconciliations.
- Organize processing & Payments of supplier invoices
- Coordination with internal & external auditors.
- Complying various Due dates in relation to Income tax, Indirect taxes, ROC.
- Assisting in ESI & PF – Payments & return Filing.
- Ad hoc monthly quarterly & annual MIS reports.

PROFESSIONAL QUALIFICATION

C.A. – CPT In June 2013 with 74.5% (First attempt-Pass with distinction)

C.A. – IPCC In May 2014 with 56.43% (First attempt-Three exemptions)

C.A. – FINAL In Nov 2017 with 56.75% (Second attempt-Two exemptions)

ACADEMIC QUALIFICATION

B. Com - From Sree Venkateshwara Degree College, Osmania University in Mar 2016 with 74%

Intermediate - From NRI Jr. College, Board of Intermediate Education in Mar 2013 with 91.3%

SSC - From Krishnaveni Talent School, Board of Secondary Education in Mar 2011 with 92.67%

CHARTERED ACCOUNTANCY INTERNSHIP EXPOSURE

Article Assistant under regulations of ICAI from Oct-2014 to Oct-2017 in M/s Brijmohan Soni & co. I had experience in following areas

- E filing of IT returns of Companies , Trust, and Individuals Preparation and finalization offinancial statements Tax audits.
- Internal audit.
- TDS workings and returns filings.
- GST workings and return filings.
- Service tax filings.
- Maintenance of accounts in Tally ERP 9 and Focus, Projected financial statements.
- Cash flows and budgeting.

Audit Exposures - I have conducted Statutory and Tax audit of corporate and non-corporate entities engaged invarious sectors such as transport business, dealing in shares and futures, manufacturing, trading in cloth and readymade garments. The nature of work done is as under:

- Preparation of financials and audit reports
- Various reconciliation statements
- Vouching of sales purchases and expenses bills
- Verification of assets and liabilities
- Checking various legal compliances and reporting

ICAI TRAINING

- I have completed 35 Hours Orientation Programme at Hyderabad Branch of Institute of Chartered Accountants of India.
- I have successfully undergone 100 Hours Information Technology Training at Hyderabad Branch of SIRC of Institute of Chartered Accountants of India.
- I have completed 15 days programme on General Management and Communication Skills conducted by Institute of Chartered Accountants of India.
- I have successfully undergone 100 Hours of Advanced information technology courses at Hyderabad Branch of SIRC of Institute of Chartered Accountants of India.
- I have completed 15 days programme on Management and Communication Skills (AICITSS) conducted by Institute of Chartered Accountants of India.

TECHNICAL SKILLS

- Operating systems: Windows XP, windows 7
- Proficient at MS Office.
- Infor reporting tool (My Expense)
- Ariba Spend management
- Smart view & Hyperion
- OBIEE
- SAP
- Alteryx Automations
- Tableau reporting
- Basic knowledge on Focus ERP package.
- Well versed with Genius Income Tax Software
- Well versed in 4QT real estate software.
- Well versed with Tally 7.2,
- Tally ERP 9

HOBBIES AND INTERESTS

- Playing chess
- Listening to music
- Cooking

PERSONAL DETAILS

Nationality : Indian

Languages known : Well versed with English, Hindi & Telugu languages

Date of Birth : 11th August 1996

Marial status : Married

Address : H No. 10-3-242/1, Narayanapuri Colony, Saroornagar, Hyderabad-035,
Telangana, India.