**BHAVANI**

**BHAVANI.277869@2freemail.com**

**FINANCE&ACCOUNTS PROFESSIONAL**

*Keen to have a challenging and performance oriented career with an organization of distinction which recognizes my true potential and provides me sufficient avenues for professional growth in the field of* ***Finance and Accounts*** *across the industry****.***

**PROFILE**

Sincere, hardworking and dynamic professional with diverse experience of over **14 years** in **Finance & Account, Budgeting, AR/AP, Taxation, Audits, Bank Reconciliation, Payroll, Preparation of Financial Statements, Statutory Compliance, ERP, MIS and General Ledger;** working as an **Accounts Manager with Envi Green Biotech India Pvt. Ltd. Bangalore.**

* Expertise in structuring **annual budgeting, MIS Reporting, defining standard operating procedures & internal controls**; adept in exercising strict budgetary control, variance analysis and appraisal of actual performance. Dexterity in mobilizing and managing financial resources to meet company’s long and short-term financial needs.
* Diverse exposure to **various facets of Accounts related works like Data Entry, Ledger Reconciliation, Branch & Head Office Reconciliation, Preparation of Daily Cash, Bank Statement& Bank Reconciliation, Invoicing, Writing Bills, Recording Transactions, Accounts Payable & Receivables, Payroll, General Ledger, Book Keeping and Handling the Suppliers.**
* Well versed with **VAT, TDS, Sales Tax & Income Tax Return & Filling, checking all the bills of creditors as per purchase order & debit vouchers, quantity and bank statement.** Expertise in formulating and implementing the Accounting Policies/ Procedures, Accounting Standards/Principles, Taxation Principles, Statutory Enactments and relating theory with practice.
* Focused professional equipped with thorough knowledge and technical understanding coupled with an analytic bent of mind and confident to take challenging assignments. Self-motivated, quick learner and goal-oriented with good time management, communication & interpersonal skills, creativity, resourcefulness, commitment & optimism.

**Key Strength Areas**

Accounts Management 🙞 Book Keeping 🙞 Audit Facilitation 🙞 Strategic Financial Planning 🙞 Taxation 🙞 MIS 🙞 Relationship Management 🙞 Working Capital Management 🙞 Debtors & Creditors Management 🙞 Financial Statements 🙞 TDS🙞 Bank Reconciliation Statements 🙞 Cashbook/ Voucher Management🙞 Team Management

**PROFESSIONAL EXPERIENCE**

**ENVI GREEN BIOTECH INDIA PVT. LTD. BANGALORE Mar 2017 onwards**

**Accounts Manager**

**ABDUL AZIZ S. ABU AL-SAUD GROUP DAMMAM SAUDI ARABIA Mar 2016- Feb 2017**

**Accountant (Project)**

**STERLING TRAVELS SERVICES PVT. LTD, MUMBAI Nov 2014- Feb 2016**

**Assistant Manager- Accounts**

**NISO PLASTIC CO. LTD., BANGKOK, THAILAND Nov 2010 – Oct 2014**

**Accounts and Finance Manager**

**MANOHAR CATERERS PVT. LTD., MUMBAI Aug 2004 – Mar 2009**

**Asst. Manager – Finance**

**JUHU GYMKHANA CLUB, JUHU VELEPARLE WEST, MUMBAI Jun 2003 – Aug 2004**

**Accounts Executive**

* Maintaining various books of accounts and effect finalization of accounts periodically and prepare year-end financial statements in compliance with accounting standards.
* Monitoring and managing the day-to-day accounting operations including daily transaction of cheques, credit cards& cash, maintaining bank and cash payment/ receipt, income, interest & tax ledgers and other Journal, purchase and expense journal voucher and bank vouchers for data entry.
* Responsible for handling the cash control operations, incoming & outgoing cash flow, transfers of collections to HO and transfer &posting of AP & AR into General Ledger on daily basis and audit the cash collections at the end of day.
* Reconciling the customer outstanding statements, all service branches’ cash, card, cheques & petty cash and tallying with Oracle TB, performed inter branch accounting and preparation of debtors report on monthly basis.
* Creating vendor account groups and verifying all types of Bills Receivables and Payable and making payment to the vendors.
* Verifying the imprest, travel advances and scrap sales and performing settlement & payment of admin. Bills, travel bills etc.
* Preparing varied MIS reports and other statements required by the Management.
* Monitoring the funds flow and cash flow statements to review the inflow & outflow of funds & ensure optimum utilization of available funds to accomplish organizational goals. Liaise/ coordination with the debtors/ vendors while analyzing and reviewing their billings, the taxation compliances, Vendor Reconciliation, ensuring timely payments.
* Preparing financial reports to determine the financial viability, projecting cash flow and growth opportunities while preparing projected financial statements.
* Assisting account managers in balance sheet finalization. maintain trading a/c & profit & loss a/c, maintain to opening & closing stock as per sales & purchase register, preparation of quarterly & yearly balance sheet, P&L account, depreciation calculate on fixed assets.
* Managing the accounts of the company while evaluating the functions & activities to ensure cost efficiency within the budgeted parameters. Presenting a true and fair view of the financial position of the company.
* Entrusted with the additional responsibilities as In-charge for Payroll, Company Purchases and Company Sales activities.
* Responsible for Fixed Asset accounting, Intercompany posting, reconciliation, and confirmations.
* Identified potential vendors and negotiated with them on price and delivery terms for purchase of items, maintained all the purchase records and handled purchase payments as per agreed timelines.
* Managed sales of company products, appointed dealers and maintained required sales reports and sales records; ensured that the Sales Receipt/ Dues from client are received within the agreed time period.
* Participated in stock takes and assisted in preparation of statutory accounts, staff salaries, internal, external and quarter end audit process, implementing and maintaining internal financial controls and procedures.
* Carried out other functional responsibilities as assigned by the Accounting & Reporting Manager.

**Other Experiences:**

**RELIANCE BPO, NAVI MUMBAI May 2010 – Nov 2010**

**Customer Service Executive**

**PROSALE FINANCIAL SERVICE PVT. LTD., MUMBAI Jun 2009 – Apr 2010**

**Tele Marketing Executive**

**ACADEMIC CREDENTIALS**

**B.Com.** 🙞SDPT College Kateel, Mangalore University

**HSC**🙞VVPU College Mundkur, Mangalore

**SSC**🙞VVPU College Mundkur, Mangalore

**Course Done**

* Techno Management Course from IBM India Pvt. Ltd, Mangalore.
* TALLY 9.0 from Asset Computer Education, Mumbai.

**Technical Skills**

ERP System, Tally 9.0, MS-Office, Internet

