

Contact HR Consultant for CV No: 338541

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 Key Skills

Accounting & Finance Operations

Forecasting & Budgeting

Cash Flow Operations

MIS Reporting & Documentation

Accounts Payable/Receivables

General Ledger Accounting

Reconciliations

Statutory Audits

Liaison & Coordination

 Soft Skills

Communicator

Innovator Thinker

Collaborator Intuitive

Team Player

 Education

 Profile Summary

Gained 3 years of Articleship experience at V.Nagarajan & Co.

Experienced in providing monthly financial statements, preparing and presenting weekly & monthly management reports while, ensuring integrity of all reported financial statements

Expertise in managing financial accounting, payables & receivables management, ledger books, bank reconciliation statements and finalization of accounts

Capable of steering overall accounting operations, taxation and audit, implementing complex business processes and operational improvements, improving productivity and efficiency

Proficient in variance analysis, reviewing financial statements, recording of capital expenditure & accounts payable to enable more effective control, GL ledger accounting & scrutiny, book keeping & financial analysis

Skilled in improving operations, enhancing business growth & maximizing profits; expertise in designing/ implementing systems & procedures to achieve cost control & financial discipline

A strategist & implementer with recognized proficiency in meeting the organizational goals and objectives

 Career Timeline

Worked under CA

A.G.Sitaraman, Hyderabad as

Articled Assistant

|  |  |  |
| --- | --- | --- |
| Sep’12-Sep’15 | 2008 till date |  |
|  |  |
|  | Oct’15-Nov’16 |  |

N. Sai Krishna & Co.

as Audit Manager

Appeared for CA Final from ICAI in 2016

B.Com. from Acharya Nagarjuna University, Andhra Pradesh in 2012

 Work

Experience

**Oct’15-Nov’16**

Articleship

**Sep’12-Sep’15**

 Trainings

 IT Skills

 Personal

Details

**N. Sai Krishna & Co., Hyderabad as Audit Manager Key Result Areas:**



Managed the general accounting operations ensured that organizational finances are maintained in an effective, up-to-date and accurate manner

Executed inter-company reconciliations and processed journal entries; analyzed financial

statements Profit & Loss A/C, Age-Wise Accounts Payables & Receivables Statements and Balance Sheets

Prepared financial statements of private companies as per the schedule III of Companies Act 2013 Verified daily stock accounts; created cash flow statements, financial & economic statics, accounting statements and conducted ratio analysis basis accounting statements

Collated data to prepare revenue & expenses budgets; prepared financial statements, progress reports, cash reports and bank reconciliation statements

Developed ledgers like payroll, assets, sales, purchases, liabilities and generated trail balance; performed year end closing of permanent petty cash account

Ensured adherence to relevant operational procedures & instructions and spearheaded the Internal Audit Team & Tax Consultancy Assignment Team

Worked as a team member of Statutory Audit Team for private companies

Monitoring debtors & casualties regarding the company law matter and taxation, controlling finances of the company and coordinating with auditors to schedule audits of the company Assisted seniors in reviewing financial statements and prepared audit reports, management comment & management representation letters

**Significant Accomplishments:**

Developed a Permanent Audit File and Response to Internal Audit

Crafted and implemented audit plans to address audit risks for SNFL Ltd., Basix Ltd., Asmitha Micro Fin Ltd. & other clients for the annual statutory audit

Accelerated the monthly reconciliation process from a Sep’2012 to Nov’2016 task through measures such as stock reconciliation, bank reconciliation & fixed assets reconciliation

Reduced receivables by 5% (from INR 100 Thousand) in a month’s time as part of preparations for the Accounts Receivable migration

Secured recovery of INR 10 Crores by identifying errors in accounting entries and non-compliance with internal rules

**V.Nagarajan & Co., Under CA A. G. Sitaraman, Hyderabad as Articled Assistant Key Result Areas:**

Conducted statutory audit for:-

o Basix Ltd.- Scientific Cultivation, Farming

o Asimtha Micro Fin Ltd.- Micro finance to small vendors

Performed tax audit for Share Micro Fin Ltd.- micro finance to small vendors

Executed internal audit for Ujjivan Micro Fin Ltd.- micro finance to small vendors

Attended trainings on:-

o General Management and Communication Skills – I & II

o International Businesses Challenges and Its Environment

1. Preparation of Credit Monitoring Arrangements (CMA) Reports and Analyzing The Ratios in The Report

**Tools:** Microsoft Office (Word, Excel and PowerPoint)

**ERP Packages:** SAP (FI-CO & MM Module), Tally

**Date of Birth:** 1stAugust 1991

**Languages Known:** English, Hindi, Telugu and Urdu

**Marital Status:** Unmarried

**Nationality:** Indian

**No. of Dependents:** 3

**Visa Status:** Visit Visa