**Resume of UMAPATHY**

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Solid track record in Finance & Accounts;  accounts payable; accounts receivable; cash flow generation; payroll accounting; general ledger accounting; audit; implementing enterprise resource planning (Oracle business suite 11i & R12) systems, STPI compliance; statutory compliance; and building relationships with senior Management =========================================================================== === **Career Abstract**

**Core Competencies**

CUSTOMER FOCUS

PROCESS IMPROVEMENTS

PEOPLE MANAGEMENT

DOCUMENTATION

TEAM MANAGEMENT

*B.Com from University of Gujarat, 1989*

* Currently working in **247 Customer, Inc** as **Manager Finance**, involved in monthly Payroll Transfers & Employee Full and Final settlement, Monthly book closure, Accruals, Audits, AP, AR, Banking & Treasury and Compliance.
* An Out-of-the-Box Thinker with a proven track record of transitioning & stabilizing the process, documentation and creating a teamwork environment to enhance productivity.
* Exceptional Skills in identifying the areas of automation and implementing the same for simplification and standardization of the process.
* Proficient at analyzing the Financial Reports and redesigning the same as per the Customer needs.
* Possess excellent team building, leadership, relationship management and analytical skills.

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**PROFESSIONAL EXPERIENCE**

* **[24]7 Customer, Inc.,                                                        Bangalore, India**

Manager - Finance                                                                            Oct 2004 – present

**General Accounting:**

* Responsible for monthly book closure for India region.
* Responsible for monthly Payroll Accounting, Salary Transfers for 7K employees & Employee Full and Final settlement payments.
* Working with HR personnel on day to day payroll related matters.
* Working closely with various department head’s/personnel’s on provision related matters.
* Provisioning for payroll related expenses Leave Encashment, Gratuity, Comp off, Incentives & LTA.
* Responsible for provision entries for Shift transport, Facility, Maintenance, House Keeping, Security & office supply etc.
* Preparing and sending various reports to management.
* Variance analysis for all cost booked.
* Maintaining monthly GL schedules & Reconciliations for audit co-ordinations.
* Obtaining various conformations like Bank, Creditors & Debtors.
* Interaction with Internal & Statutory Auditors on closure of audit/queries and provide required information/clarifications to complete the audit before deadlines given by management.

**Statutory Compliance**

* Verifying and depositing PF, PT, ESI & TDS payments on or before due dates.
* Working with HR personnel on day to day payroll related matters.

**STPI Compliance**

* Monthly returns (Softex forms), quarterly, annual   performance reports filling.

**Treasury & Banking:**

* Preparation of weekly Cash Forecast (cash flow/fund flow reports)
* Forward Contract Bookings and utilization of the contracts.
* Fund management between EEFC (dollar) and Current Accounts.
* Bank reconciliation - Weekly
* Analyzing investment options and placing liquidated cash in short term deposits and earned Interest income.
* Liaising with bankers on day to day banking activities, sanction related matters and limits enhancement related.
* Co-ordination with Legal Consul on Board Resolution & other legal documentation.

**Accounts Receivables:**

* Revenue Accounting - Unbilled & Unearned revenues Accounting, Client billing.
* Interacting with clients and business managers regarding Billing & Collections.
* Maintaining credit & collections on all accounts by contacting the customers by e-mail and sending periodic Receivable outstanding statements to clients.
* Monitoring all active accounts receivables and generating a weekly, Monthly AR Aging report and circulating to management.
* Assisting the company’s controller with any ongoing project matters as assigned.
* Contract Management - Maintaining and monitoring customer contracts, revenue model, agreement legal terms & conditions.
* Intercompany revenue accounting, expenses cross charge, reconciliations & Settlements.

**Contribution to Quality, Processes and Innovation**

* Brought down monthly close process to 2 working days periodically from 8 days (Currently working on to bring down the monthly book closure to 0 days).
* “BEST ACHIEVER AWARD” – Decreased the daily sales outstanding to 30 days
* Instrumental in streamlining the term deposits by increasing the interest income.
* Implementation – Played vital role in Oracle Financials 11i, R12 implementation.
* **Hutchison Essar South Ltd [now Vodafone] Bangalore, India**

**Executive - Finance & Accounts Jul 2002 - Oct 2004**

* **Job profile:**
* Revenue accounting for prepaid & postpaid sales.
* Supervision of company owned showrooms & branch offices with respect to the commercial activities.
* Collection accounting, Inventory management and conducted surprise visits & audit on showrooms.
* Billing and dispatching inventory/stocks to dealers, distributors, showrooms & branch offices.
* Completion of documentation for Recruiting new dealers & distributors, co-ordination with legal team on preparation of agreements. Collection of security deposit and completing other formalities.
* Calculating dealer & distributor commission and preparation of other reimbursable claims for franchises. Forwarding necessary commission claim documents to accounts payable and follow-up on payouts.
* Preparation of daily activation reports, weekly & monthly sales, revenue & inventory reports to management.
* **Honeywell Software & Motorola India Ltd Bangalore, India on assignment Jul 1999 - Jul 2002**
* **Job profile:**
* **Accounts Receivable:** Exportbilling, revenue accounting, export collections & accounting. Intercompany reconciliation and payment follow-up
* **Travel accounting:** Accounting of travel advances, airfare and travel settlements. Recovery of travel dues from employees
* **Credit card Management**: Issuing credit cards to employees on travel, scrutinizing card statements and making credit card payments
* **Group Medical Insurance:** Inclusion & deletion of employee data, submitting employee medical claims and reconciliation of security deposit with the insurance company
* **Treasury & Banking:** Accounting of bank receipts, preparation of Bank reconciliation statement, movement of funds between EEFC & current accounts
* **Audit & schedules:** Preparation of audit schedules (Accounts Receivables, Travel advance, Term deposits & security deposits). Statement of accounts & periodic conformation of balances

**Academia:**

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| MBA in Finance | 2011 | Eastern Institute for Integrated Learning in Management, Sikkim |
| B.Com | 1999 | V S Prasanna Bharati University |
| P.U.C | 1996 | LVS Secondary & Senior Secondary School, Indiranagar, Bangalore |
| 10th | 1994 | Secondary School Certificate, A.P Board |

**Personal Information**

Date of Birth : March 02, 1979

Marital Status : Married

Languages known : English, Hindi, Telugu, Tamil and Kannada

Hobbies & Interests :Listening to music, traveling, cricket, and watching movies

References : Available on request