**CURRICULUM VITAE**

**BALA**

[**BALA.351239@2freemail.com**](mailto:BALA.351239@2freemail.com)

**Objective:**

A Challenging career in various phases of the technological life cycle and being bonded to teamwork to know the latest in the Accounts and Finance domain in India or Overseas.

**Experience Summary:**

I am having **more than Sixteen years (16)** working experience in the Accounting, Finance field. Currently I am working as Group Executive Payables, in Sun Hotels & Resorts (P) Ltd From **19th September 2007.**

**Qualifications:**

**Academic Qualifications:**

P.G : Master of Commerce from Andhra University

(Campus) In 1999 (Vizag, A.P., India)

U.G : Bachelor’s Degree in Commerce from T.R.R. Government

College, Nagarjuna University in 1997 (Guntur, A.P., India)

**Computer Skills:**

Operating Systems : Windows-98, 2000, X.P, 2010

Packages : Sun System-4.4 & 6, Andromeda (FI-ES), Tally- 5.4, 6.3, 7.2, M.S – Office

Technical Skills : Type Writing English – Lower Grade

**Strengths:**

* Flexibility to Organizational Goals
* Positive Attitude and Positive Approach
* Dedication and Sincerity
* Good Behavioral Pattern
* Good Human Interactions

**Group Executive Payables**

* Budget preparation for Group supplier payment
* Funds allocation for inter company’s, for Vendors, Bank Loans, and Leas Rents
* Revenue forecasting and follow-up with Debtor’s
* Salary preparations, PF Contribution calculation
* Current accounts reconciliations-passing DR & CR Notes
* GST returns submission to MIRA
* Assistance for audit with KPMG
* Purchase advance, and other advances reconciliations-15days once
* Bank reconciliation for 15 days once
* All GL Reconciliations
* Payment’s made for the Group Supplier’s invoices (Advances and Final settlements)
* Receipt’s made for the Customer’s
* Invoicing to Debtor’s
* Daily cash collection from various sources like resort collections and Sundry debaters
* Daily finance reconciliation report, and report to Finance Director
* Daily bank transactions like bank deposits and with drawls
* Control of the petty cash transactions
* Calculating cashier shortage notices when necessary. Issuing and collecting cashier shortage notices when necessary.
* Reporting any cash variances, discrepancies or other concerns to the \*Accountant immediately.  
  Other responsibilities assigned.

**Sun Hotels & Resorts Pvt. Ltd:**

**Present Employment Details: 19th Sep 2007 to Till Date**

Organization : **Sun Hotels & Resorts Pvt. Ltd.**

Location : H.Maley Thila, Meheli Goalhi, 20-‘05, Republic Of Maldives.

Designation : Group Executive Payables

Reporting To : Director Finance

**5\* Hotel & Resorts Experience:**

1. **In Maldives: 4th Feb 2007 to 18th Sep 2007**

Organization : **Olhuveli Beach & Spa Resort**

Location : South Male’ Atoll, Republic Of Maldives

Designation : Accountant

Reporting To : Finance Controller

**Job Profile:**

* Tour Operator and Local Invoicing
* Preparing Management Information Reports (Revenue Report)
* Inventory Control and Preparation of the Monthly Stock

Valuation Report

* Supplier Invoice Conformation
* Preparing Monthly Statements for 3rd Party Outlets

**Show Room Experience:**

1. **In Maldives: 18th Oct 2006 to 31st Jan 2007**

Organization : **SUN IMPRESS MALDIVES PVT.LTD**

Location : Male, Rep. of Maldives

Designation : Accountant (Accounts & Inventory Management)

Reporting To : Managing Director

**Job Profile:**

**Inventory Management:**

* Preparation of the daily sales reports
* Preparation of the % of discount allowed on sales
* Preparation of the sales forecasting between two shops
* Preparation of the daily purchases Vs sales for closing balance
* Preparation of the item wise physical stock statement
* Preparation of the physical stock Vs value of stock
* Preparation of the fortnightly physical stock report
* Preparation of the differences in closing stock and physical stock
* New stock codifications

**Book Keeping:**

* Daily expenses and incomes registers – Company wise
* Cost center wise expenses registers
* Check register
* Cash register
* D.F.R. register

**M.I.S. Reports:**

* Preparation of the monthly gross profit/loss report
* Preparation of the salary statements – Company wise
* Employee’s details for new recruiting from foreign

**Production & Logistic Experience:**

**Privies Employment Details: 1st Mar 2000 to 31st Mar 2006**

**I. In India:**

Organization : **SIVASHAKTHI BIO PLANTEC Ltd**

Location : Hyderabad, A.P., India

Designation : Sr. Executive (Accounts & Finance)

Reporting To : Deputy Manager (Accounts & Finance)

**Job Profile:**

* Received the cash and bank balance from units on weekly basis and analysis of the unit expenditure on weekly and monthly basis
* Preparation of the budget for units and fulfillment the funds through head office
* Prepare the salary statement on monthly basis, unit wise
* Consolidation of the PF., PT., and ESI for employer contribution
* Reconciliation of head office and unit for funds purpose
* Reconciliation of central office and unit for inter and intro units transaction purpose
* Preparation of the bank reconciliation statement on monthly basis Preparation of the employees list on monthly basis for transferred employees and newly joining employees

**Tally Workings:**

* Current liabilities and provisions
* Current assists
* Branch and Divisions
* Administrative expenditure
* Financial charges
* Manufacturing / production / operational exp
* Operational income
* Personnel expenditure

**REPORTS PREPARATION:**

* Branch wise and GL wise cost per unit
* Dispatches Vs returns month wise
* Sales Vs replacements month wise
* Vehicle utilization on monthly basis
* Vehicle and model wise cost per km and mileage achieved
* Vehicle revenue per km and avg. km per day
* Analysis of the repairs and diesel cost on monthly basis
* DGI and GI performance reports on monthly basis

**INVENTORY REPORTS:**

* Inventory reconciliation on monthly basis and knowledge sharing with unit peoples for preparation of reconciliation of the stock at the time of the recovery of products from damages and refilling of fertilizers bags and all reports for accuracy in reports
* Inventory contra entries at the time of stock dispatches to inter units
* Physical stock statement submission on monthly basis
* Damages and damages recovery
* Consolidation of last voucher no’s with unit wise
* Checks utilization of every month

**PERSONAL PROFILE:**

Name : **Bitra**

Date of Birth : 05th Feb’74

Marital Status : Married

Languages Known : English, Tamil, Hindi, & Telugu