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| **HEMACHAND**  [**HEMACHAND.364628@2freemail.com**](mailto:HEMACHAND.364628@2freemail.com) An analyst with skills in in strengthening companies to lead in highly competitive situations, targeting assignments in: **Finance/ Accounts**  Location Preference: GCC/ South/ North India | | |
|  | **Education & Credentials**   * Bachelor of Commerce (Computer Applications) from S.V. University, Tirupathi in 2010 * Integrated professional Competence Course, from ICAI, in 2014 * Information Technology Training Certificate from The Institute of Chartered Accountants of India (ICAI) in 2010 * Orientation Training Certificate from ICAI in 2010 * General Management and Communication Skills Training Certificate from ICAI in 2012 * Pursuing Chartered Accountancy Course (C.A) from ICAI India * Pursuing Certified Management Accountancy (C.M.A) from IMA U.S.A.   **Executive Profile**  Strategic professional with 06 years of experience in planning and executing monthly / quarterly / annual closure schedules; providing monthly financial statements and administering the monthly closing process. Skilled in preparing and explaining weekly profit & loss projections; establishing product line profit & loss statements to identify opportunities and risks. Liaised with the Finance Controller in the preparation of annual budgets, monthly forecasts, and strategic plans.  Improved superiority and accuracy of budgeting and forecasting efforts Ensured effective allocation of cash resources by supervising activities related to placement of funds with optimal returns.  Developed and maintained operational systems for all finance & accounting functions. Reviewed financial results; undertook year-on-year and quarterly comparison of company performance both in terms of the top line and bottom line. Knowledge of Tally ERP 9, SAP FICO and Quick Books. | **Key Skills**   |  |  | | --- | --- | | **Accounting** |  | | **Book Keeping** |  | | **Cash Flow Management** |  | | **Financial Management** |  | | **Inventory** |  | | **Payroll** |  | | **Audit & Compliance** |  | | **ERP Implementation** |  | | **GAAP**  **Cost Reduction** |  |   **Soft Skills**   |  |  | | --- | --- | | **Communicator** |  | | **Motivator** |  | | **Innovator** |  | | **Analytical** |  | | **Collaborator** |  | | **Team Leader** |  | | **Mentor** |  | |
| Career Timeline  **Sri Sai**  **Enterprises**  **P P Raju & Co Chartered Accountants**  **IMP Printing Equipment & Instrument Trading L.L.C,**      2010-2012  2012-2015  2015-2016 | | |
|  | **Professional Experience   DEC’15-DEC’16 IMP Printing Equipment & Instrument Trading L.L.C, Dubai, U.A.E. as Senior Accountant and Office Administrator**  **Key Result Areas:**   * Assessing financial results; undertaking year-on-year and quarterly comparison of company performance both in terms of the top line and bottom line * Controlling and maintaining fixed assets; streamlining reports and entries, filing returns for fixed assets, monitoring site wise capitalization and provision, undertaking physical verification of assets, ensuring that all assets are insured at the correct value * Supervising annual audit and coordinating audit schedules * Executing month-end closing process and reconciliation of ledgers * Drafting financial statements after making US GAAP & local GAAP audit entries as proposed by auditors * Maintaining reports related to cash flow and presenting them to regulatory authorities * Helping seniors in reviewing financial statements and preparing audit reports, management comment & management representation letters * Streamlining accounts from general ledgers to finalization * Maintaining invoicing and petty cash book & LPO’s * Provisioning cover for payroll; posted weekly and temporary wage journals to the finance system and reconciled the salary account at month end * Liaising with customers in management of services rendering * Keeping track of all contracts and renewal of the same on time * Ensuring compliance with applicable policies, contracts and regulations   **Highlights**   * Guided the accounting department in creating reports and financial statements to be presented at annual meetings * Brought about improvements in reporting of monthly profitability statements, accounting procedures, tax planning (direct and indirect tax) * Brought in greater financial control by establishing balance sheet and cash flow forecasting models   **SEP’12-OCT’15 P P Raju & Co Chartered Accountants, Hyderabad as Accounts and Articled Assistant**  **Key Result Areas:**   * Used measures such as implementation of Tally ERP 9 & Quick Books and attained reduction in cost * Executed processing of Accounts Receivable (AR) invoices, billing and credit notes, reconciliation of customer accounts, credit analysis and follow-up on collections * Developed / recommended operating policies and procedures for the Accounts Receivable (AR) section * VAT & Service Tax Compliance * Prepared and consolidated financial statements as per Indian GAAP on a monthly basis * Performed reconciliations of general ledger, fixed asset maintenance, and cash flow control * Formulated cash flow statements and statement of equity * Performed periodic reconciliations of selected ledger accounts on a monthly or quarterly basis * Advised tax compliance and educated clients in minimizing tax liability * Executed concurrent and statutory audit of banks (SBI, Andhra and Central Bank of India Banks) * Liaisied with bank on their NPA’s (Non-Performing Assets) * Conductd tax audit of individuals, firms and companies (many real estate, construction and financial institutions) * Interacted with the clients, on their tax liabilities and advisory on accounting principles * Prepared MIS reporting for clients and Analysis of their reports * Supervised all Indian tax compliance and submissions covering corporate tax, service tax and withholding taxes including tax returns, internal reporting and tax accounting * Assessed financial terms to abide and assisted SME’s enterprises for a steady progress of their institutions   **Highlights**   * Executed high profile bank audits (concurrent, statutory and tax) individually * Steered implementation of computer in accounting for SME companies * Assessed revenue leakage in manufacturing companies.   **AUG’10-SEP’12 Sri Sai Enterprises,Tirupati as Accountant**  **Key Result Areas:**   * Invoicing ,Book Keeping & general ledger accounting. * Handling of Cash as Cashier. | |
| Personal Details  **Date of Birth:** 1st Nov 1988 **Languages Known:** English, Hindi, Telugu | | |