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**Naga**

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**Senior Level Assignments**

**Accounts & Taxation**

An analyst with expertise in strengthening companies to lead in highly competitive situations

Location Preference: India & Overseas

* **Profile Snapshot**

A competent professional with over 13 years of experience in:

**~ Finance & Accounts ~ Budgeting ~ Audits**

**~ Statutory Compliance ~ MIS Reporting ~ Taxation**

* Pivotal in managing all activities of finance & accounts like bank reconciliation, finalization of accounts, fund management & implementation of budget schedules
* Expertise in implementing systems/ procedures, conducting ageing analysis, preparing key reports to exercise financial control and enhance overall efficiency of the organization
* Proven skills in completing audit assignments within budgets and calendar schedules while managing multiple tasks
* Exposure in preparing and submitting the Tax Accounting including preparation and true up of return to provision report and tax basis balance sheet report for deferred tax provisions & tax stream provision calculations ; ensured Income Tax, Service Tax & Customs Act Compliances
* A keen communicator with honed interpersonal, problem solving, negotiation and analytical skills
* **Work Experience**

**Since Apr’09 Radiant Solar Pvt.Ltd., Hyderabad as Manager – Accounts**

Joined as a Senior Executive and was promoted as Manager – Accounts

**Mar’08- Feb’09 Datamatics Global Services Ltd., Mumbai as Junior Officer**

**Dec’06- Feb’08 Shrishti, Hyderabad as Accounts Executive**

**Jun’04- Nov’06 VAGJRA Hotline Power Services Pvt. Ltd., Vijayawada as Accounts Executive**

**Key Result Areas**

* Maintaining statutory books of accounts and managing the reconciliation of statements in compliance with the norms
* Supervising the preparation of MIS reports & analysing the same to provide feedback to the top management on business performance like monthly turnover, profitability and stability
* Monitoring the cash flow projection and monthly profit & loss account and preparing cost/profitability reports for month end/quarter end and year end activities
* Planning & managing activities for ensuring completion of various types of audits within the time and cost parameters
* Evaluating TDS, Service Tax, Income Tax, Professional Tax other indirect tax planning opportunities & strategies; developing TDS certificates for all the employees
* Ensuring compliance with all the recent amendments in the tax provisions in the smooth implementation of latest developments in rules & provisions
* Conducting assessments as per State Commercial Tax , VAT Act & Central Sales Tax Act and now in GST
* Evaluating internal control systems / procedures, preparing audit reports with a view to highlight the shortcomings and implementing necessary recommendations; conducting statutory audit as per companies act & income tax act
* Liaising with Govt. departments for Factories act compliances,ROC and Board related matters
* Coordinating with authorities for obtaining permissions & certificates, as applicable & required.
* Ensuring timely compliance in all company affairs related to board
* ROC and Board related matters.
* Bank related matters.

**Accomplishments**

* Identified tax savings and risk reduction opportunities such as Income Tax, Sales Tax, Customs Duty and now GST for consideration and implementation
* Automated the preparation of weekly &monthly reports using flow charts that had previously required 10 hours of effort per week
* Implemented the improvedand user friendly accounting system and trained staff on all accounting modules
* Successful in completing statutory audit work with in the stipulatedtime and presenting for audit.
* Pivotal in preparing and submitting
  + Stock statements and PIPR to Banks
  + CMA reports to bank for renewal of bank loans and limits
  + Annual returns to ROC
* **Education**
* B.Com. (Tax) from A.M. Modern Degree College Acharya Nagarjuna University in 2004
* **IT Skills**

Operating System: DOS, Windows

Packages: MS-Office, Accounting Packages like Tally, Wings, Ex

ERP: SAP FICO, Tally, Quick Books

* **Personal details**

Date of Birth : 12th August 1984

Languages Known: Telugu, Hindi and English