# C:\Users\sapuser\Downloads\PHOTO-2018-12-20-12-39-41 (6).jpgRESUME

# Pannala

**Accounts, Finance & Audit**

**Email id**:-[Pannala\_386803@2freemail.com](mailto:Pannala_386803@2freemail.com)

**Carrier objective:**

Seeking a challenging environment where a proven track record is essential in an esteemed organization in the field of Accounts/Finance/Administration Department and desire to progress further in the same field to achieve organizational and personal objectives. An astute professional with 52 Month’s rich experience in:

• Tally ERP • Reconciliations • SAP ECC 6.0 Quick books

• Receivables and Payables • MS Word, Excel

• Books keeping, Data Entry • Taxation(VAT, Service tax)

• MIS, Auditing • Data entry, Pivot table,Vlookup

**Professional Experience:**

**Employer**  : **Bangalore**. 

**Designation** : General accounting Ops Associate

**Duration** : 29th -August-2015 to 2nd Nov-2018

**Process**  : Payments and Record to Report (R2R)

**Accounts payable (Invoice and Payments)**

## Allocation of Invoices and releasing for payment.

## Word link and Mexican payments initiating manually in CITI bank.

## Booking the invoices in Geac entity and bap code wise.

## Uploading the payments in Citi and HSBC Bank application.

## Geac batch payment release in Main frame application.

## Funding and AP validation.

## Return payments and check stop.

## Fedwire reconciliation on daily basis.

## Client internal and external quires.

## Month end activities and SLA reports.

## Record to Report (R2R)

## Creation and amendment of balance sheet and profit & loss General ledger accounts in SAP.

## WBS creation, amendment, closeout and status change.

## AFE creation, amendment and closeout.

## Internal order and statistical order creation, amendment and closeout.

## Cost centre creation, amendment and closeout.

## Assets creation and amendment.

## Creation of Cost element and functional area.

## Profit centre group hierarchy creation in KCH5N.

## Cost centre group hierarchy creation in KSH1.

## Month End Reporting

## Reconciliation of JV billing and JV cash reports.

## Ruining the BEX reports of Assets and WFR.

## Others

## Preparation of weekly and monthly SLA report.

## Preparation of OPEX reports.

## Awards and rewards

## Have got appreciation emails from the clients for the good work done in the process.

## Awarded as “Star of the Month” and Core Value Champion for stupendous efforts in the Process.

## Received rewards and recognition for supporting the costing in crucial time.

## Personal strength’s

## Quality work

## Focused and Goal Oriented in Achieving the Desired Results on Time.

## Quick learner.

## Past Experience

**Vega Ships Management (DMCCO)-Dubai Period:** Jan-2014 to Feb- 2015

**Designation**: Junior Accountant

Worked as part of a team that is responsible for making sure that the flow of operation costs between the various vessels, Ports, and regions is accurately accounted and managed.

## Maintaining accounts in TALLY 9 ERP.

## Preparing the monthly Bank reconciliation reports of bank account & record the necessary journal entries.

## Accounting Port Disbursements of vessels Expenses

## Review expense reports and cash advances

## Preparing monthly & annual expense statement report

## Seek clarification from the agent for the discrepancies in calculation, tariff and documentation.

## Expertise in Audit preparation of yearly financials in audit format and submitting to management for auditing

## Enhanced the credibility of finance function by generating accurate and timely MIS Reports.

## Calculation of port dues against the estimated time in port

## Educational Qualification

* **Post-Graduation(Finance)** From Hyderabad Priyadarshini Institute Of Technology And Management
* **Bachelor of Commerce (Computers)** From Hyderabad Avanti Degree Collage
* **State Board of Intermediate Education (Accounting & taxation)** From Jagtial (Karminagar,Dist) Alphores Junior Collage
* **State Board of secondary Education,** Chaitanya High School Jagtial (Karminagar,Dist)

## Personal Information

Date of Birth : 28th July 1989

Gender : Male

Marital status : Married

Nationality : Indian

Languages known : English, Hindi, Kannada and Telugu