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| header-green-blankphotoEmail: venkataramanan.390427@2freemail.com**VENKATARAMANAN****Senior Level Assignments – Finance & Accounts**Over 10 years’ rich, cross-cultural experience with expertise in managing Finance & Accounts function of leading organizations in diverse industries such as Facility Management & NBFC |
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| core24x24icons Core Competencies |  | knowledge24x24icons Profile Summary |
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|  Finalization of Accounts |
| core-competencies-green-7 |
|  Reconciliation (Inter-Branch, Banks, Debtors and Creditors) |
| core-competencies-green-7 |
|  Financial Statement, Ratio Analysis |
| core-competencies-green-bar-3yrsgrey |
|  Budgeting, Forecasting,  Variance Analysis |
| core-competencies-green-bar-3yrsgrey |
|  Cash Flow, Fund Flow Management |
| core-competencies-green-7 |
|  Accounts Payables & Receivables |
| core-competencies-green-7 |
|  Invoice Generation Operation, Processing & Credit Control |
| core-competencies-green-bar-6yrsgrey |
|  Internal Audit |
| core-competencies-green-7 |
|  MIS Management, Payroll and Management Reports |
| core-competencies-green-7 |

 | * Proficient in managing financial & accounting matters involving preparation of financial statements and annual closing of books of accounts
* Developed strong exposure in managing payables & receivables including preparation of journal voucher & payment vouchers, intercompany transactions and bank reconciliation statements monthly.
* Rich experience in setting up and implementing Payroll process for 2000+ employees & 4000+ housekeepers PAN India at Caere Pvt. Ltd.; designed & implemented easy billing process / formats in Excel
* Skilled in managing fixed assets, bad debts provisions, banking & cash transactions, working capital, audits, and statutory compliance matters
* Proficient in preparing financial reports in the form of charts, graphs & tables using a combination of Advance Excel
* Dynamic & self-starter with strong will to win; possess strong planning, communication, analytical & problem solving skills

edu24x24icons Education* 2000: B.Com. (Accounting & Business Administration) from Kakatiya University, Telangana, India
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| core24x24icons Soft Skills |  | softskills24x24icons IT Skills |
| softskills-small-green-editableCommunicatorProblem Solver Thinker Collaborator AnalyticalTeam Player |  | itskills-blank100%Tally 9.0, Focus-ERP100%100%MS Office (Excel, Word, PowerPoint)Windows 98/2000/NT/XP100%Typing45%35% |
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| exp24x24icons Work Experience |  |
| **Since Dec’2017 – Nov’2018****Highlights:** * Improved Tele Callers and Sales Team Incentive payout process
* Reduced outstanding debts

**Since Jan’2017 – Sep’2017****Highlights:** * Improved timeliness of month-end financial reporting by 5 to 6 days
* Finalized books of accounts with zero error tolerance
* Reduced outstanding debts
* Reviewed, investigated, and corrected errors & inconsistencies in financial entries and documents that led to transparency in reporting to stakeholders
 |  | **Elite Group Of Loyalty Services –Hyderabad, India as Accountant.****Responsibilities:** * Planning & executing monthly/quarterly/annual closure schedules, providing monthly financial statements and administering monthly closing process.
* Finalizing financial reports, such as Trial Balance, Profit & Loss Account, General & Subsidiary Ledgers, Vouchers, Salary Payments; passing monthly closing entries & calculating amortization/ depreciations
* Preparing Payment Voucher, JV’s, Credit Voucher & Debit Voucher and Prepaid / accrual entries
* Liaising with internal & external auditors for timely completion of Internal Audit
* Bank Reconciliations ,Debtors Reconciliations and Creditors Reconciliations

**Endeavour Electromechanical LLC, Dubai as Accountant****Responsibilities:** * Planning & executing monthly/quarterly/annual closure schedules, providing monthly financial statements and administering monthly closing process
* Finalizing financial reports, such as Trial Balance, Profit & Loss Account, General & Subsidiary Ledgers, Vouchers, Salary Payments; passing monthly closing entries & calculating amortization/ depreciations
* Tracking inflow & outflow of funds; managing bank reconciliation activities; conducting daily revaluation process and calculating profits
* Ensuring timely realization of debtors and monitored payments made to vendors; tracking accounts receivable / payable accruals and conducting reconciliation of accounts receivable / trial balance to the general ledger
* Preparing Payment Voucher, JV’s, Credit Voucher & Debit Voucher and Prepaid / accrual entries
* Liaising with internal & external auditors for timely completion of Internal Audit
* Reporting to the management on financial performance through financial reports (including Product Wise Sales Margin Analysis, Expenses Reports, Invoicing & Receipts, Debtors Statement)
* Calculating monthly staff cost (payroll, provision for leave salary)
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| **Apr’2012 – Oct’2016****Highlights:** * Managed monthly billing process (of Rs. 2 Crores) for debtors as per payroll billing periods (for 1500+ staff across 75 Facility Management sites)
* Controlled debtors’ outstanding (overall billing of approx. Rs. 7 Crores per month) by following-up

**Mar’2007 – Mar’2012****Highlights:*** Performed Inter-branch reconciliation with Head Office Team
* Provided major support for internal & external audits along with Audit Team
* Daily closing of Cash & Gold Custodian

personaldetails24x24icons Personal Details |  | **Caere Pvt. Ltd. (Facility Management Company), Hyderabad, India as Senior Accounts Executive** **Responsibilities:*** Finalized accounts including general ledger transactions, monthly general ledger reconciliations (debtors & creditors reconciliations) and various other financial statement reports
* Close month-end journal entries (sales entries, salary & other related entries)
* Prepared journal entries on inventory usage variances
* Informed business units at month-end for outstanding items on reconciliations
* Resolved clients’ invoice and process related queries
* Held meetings with branch heads & higher authorities through skype conference calls and other E-Communication tools

**Shriram Group of Companies (Non-Banking / Finance and Insurance Company), Hyderabad, India as Accounts Executive****Responsibilities**: * Processes daily financial transactions (related with disbursement of personal loans, SME loans and gold pledged loans) for uninterrupted branch operations
* Finalized monthly MIS for 3 main products i.e. (Customer Non-banking Savings, Loans & Insurance)
* Undertook daily reconciliation of bank accounts (6 Current Accounts), debtors & creditors and payments, receipts & related entries
* Finalized tax related statement and coordinated with HO Team (Brokerage Payout & TDS Transactions)

**Date of Birth**: 6th December 1979**Nationality**: Indian; **Marital Status**: Married**Languages Known**: English, Hindi, Telugu (Proficient). |