*** VENKATESH***

**E-Mail:** [venkatesh.383032@2freemail.com](mailto:venkatesh.383032@2freemail.com)

***SUMMARY***

* Profile : Male, 32,Married
* Nationality : India
* Current Location : Dubai,UAE
* Visa status : Visit visa

***CAREER OBJECTIVE***

Obtain a Challenging Leadership Position by Applying Creative Problem Solving and Learn Management Skills while Contributing Significantly for a Reputed Growing Organization

***PROFESSIONAL EXPERIENCE***

* Worked as a **Accounatant** in **Sri Venkatesh** **Granites pvt ltd Karimnagar** from Mar 2015 to Jul 2018.
* Worked as a **Accountant Clerk** in **Gemcool Corporation Free Zone in Sharjah** from Jun 2013 to Dec 2014.
* Worked as a **Data Co- Ordinator in MKG (Maa kuthari Global llc)**, Dubai from Jan 2012 to Aug 2012.

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***ROLES & RESPONSIBILITIES:***

* Supervise all regular accounting processes such as A/P and Journal Entries plus monthly closure accounts
* Organize all company financial programs and ensure compliance to budgetary requirements
* Analyze and forecast financial requirements for organization
* Supervise and ensure efficient working of all financial transactions in organization
* Monitor and implement all accounts payable check activation and wire transactions
* Assist departments in account reconciliation process on monthly basis
* Monitor authorized account reconciliation process
* Administer all bank transactions and oversee data recording procedures monthly
* Provide support to auxiliary schedules for auditing purposes as per assigned work
* Analyze different general ledger accounts regularly
* Develop budgetary plans for processes as per requirement
* Prepare journal entries and synthesize common ledger for subsidiary accounts
* Collate bank statements on monthly basis
* Design and prepare audit schedules for external audit processors
* Provide support to safe keeping of internal expenses in company
* Manage and maintain finance related programs and documents inclusive of future plans and program
* I will manage of accounts with my best of knowledge.

***INVENTORY ROLES & RESPONSIBILITIES:***

* Handling of inventory management, includes
  + - Documentation of stock in and out records updations
    - Tracking of stock levels and reporting to management
    - Co-ordinating with Sales officers on updation of latest stock levels on real time basis and advising of model specifications of products along with Cost, Margin and final Selling Price
* Co-ordination with Management with day end reports includes
  + - Day-wise Sales report
    - Advising of day end stock levels
    - Company-wise & Model-wise(Specification) report
    - Ordering of Purchase requirements & following up on delivery
    - Co-ordinating with courier person on delivering of online sales
* Finalization of Books of Accounts, which includes
  + - Maintaining of Books of Accounts on daily basis along with inventory in Tally ERP
    - Co-ordination with Management on payment to suppliers along with Voucher approvals and processing of payments
    - Co-ordination with Management on disbursement of Office Administrative Expenses and petty cash handling related
    - Finalization of Books of Accounts in co-ordination with Management
* Liaise with external parties includes
  + - Auditors on finalization of Books of Accounts and computation of Taxation on Business and Personal Income Tax of Proprietor
    - Liaise with Banks on getting Bank statements, issuing of Cheques/DD’s & online payment related queries etc.
    - Suppliers on various requirement of purchases

***STRENGTH’S:***

* Knowledge on UAE VAT
* Willing to take up high responsibilities
* Self-motivated and co- ordination with team
* Quick learner, multitasking and always positive
* Comprehensive problem solving capabilities
* Adaptability and adjustability

***Computer Literacy***

* Command over MS Excel & Word
* Professional and Hands on practice on TALLY ERP 9
* Professional and Hands on practice on WINGS AND FOCUS
* Internet concepts

***PROFESSIONAL QUALIFICATION & CERTIFICATION***

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| --- | --- | --- | --- |
| **Qualification** | **Year of Completion** | **University/Institute** | **% of**  **Marks** |
| Graduation Bachlore of Commerce  (Computers Applications) | 2004-2007 | Jayasri Degree College,  Kakathiya University  Karimnagar, Andhra Pradesh | 63% |
| Higher Secondary  (Civics, Econimics & Commerce) | 2002-2004 | Government Junior Collecge, Kodimyala  Board of Intermediate,  Andhra Pradesh | 73% |
| Secondary Education | 2001-2002 | Vidyabharathi High School, Kodimyala,  Board of Secondary Education,  Andhra Pradesh | 70% |

***LANGUAGES KNOWN***

* English, Hindi & Telugu : Proficiency level
* Nationality : India
* Date of birth :24-08-1986