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| header-green-blankphoto  Email: [venkataramanan.390427@2freemail.com](mailto: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 | | |
| |  | | --- | | 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-editable  Communicator  Problem Solver Thinker    Collaborator Analytical  Team Player |  | itskills-blank  100%  Tally 9.0, Focus-ERP  100%  100%  MS Office (Excel, Word, PowerPoint)  Windows 98/2000/NT/XP  100%  Typing  45%  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) | |
| **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). |