**Y GOPALA KRISHNA**

**Mobile: +91-9603399772** *E-Mail****:***[*gopi.yadagiri@yahoo.com*](mailto:gopi.yadagiri@yahoo.com)

***Aiming for career enrichment in the field of Finance Accounts***

**Professional Summary:**

* Experience Professional with proven work experience in finance & accounting.
* In-depth knowledge of Budgeting, Budgeting planning & control.
* Proficient knowledge of cost forecasting, cost monitoring & Cost Auditing.
* Ability to project probability, trend analysis & financial analysis.
* Skilled in preparing manuals for accounting & book keeping.
* Proficient in Bank/Vendor & Customer Account reconciliation.
* A Team Player with excellent Communication & Time Management skills.

**WORK EXPERINCE:**

***NEW HORIZONS CYBERSOFT LTD***

***Designation: Senior Accounts Duration: June’2022 to till Date***

**Key Role:**

* Preparation Examination & Analysis & accounting records.
* Preparing daily MIS & Monthly P&L Statement.
* Cost forecasting, Cost Analysis, & Projection of Profitability.
* Reviewing sales & commission Contracts.
* Identifying and recommending cost effective solution.
* Developing maintaining & analysing budgets & budget reports.
* Monitoring department wise conversion cost.
* Monitoring debtors outstanding and overdue.
* Reporting to the management regarding financial establishment.
* Ensuring completion of audit.
* Maintaining updating & Monitoring inventory records.
* Ensuring all accounts compliances.
* Coordinating & acting as a liaison between clients & departments within company.

**UFO MOVIEZ INDIA LTD**

**Designation: Senior Accounts Executive. Duration: May’2015 to Aug’2020.**

**Key Role:**

* Handling of Accounts & Office Administration for AP region.
* All types of Bills Receivables and Payables.
* Handling petty cash and processing daily cash receipts.
* Preparation of weekly Debtors Report, customer outstanding statements and audit reports.
* Deftly handling Credit Control, Maintenance of debtors account, Follow up on all outstanding receivables.
* Build solid relationship across all branches.
* Maintain day to day operations of accounts department.
* Keep track of the transactions and monitoring accounts to ensure payments are up to date.
* Maintain Employee account management Travel & Expenses, Imprest advance and Conveyances bills. Authorizing and processing for payment.
* Establish and maintaining relationship with new and existing vendors
* Regular Follow-up on operations team for out standings payments based on ageing.
* Timely deposit of collection cheques & cash on daily basis.
* Continuing to improve the payment process.
* Documenting all accounts payable transactions.
* Reconciliation of cash, cheques, direct deposits & petty cash for the region.
* Reconcile vendor payable accounts (Invoice research, PO matching, Prices & Terms of payment.)

**VASAN EYE CARE HOSPITAL**

**Designation: Executive-Accounts Duration: March’2014 to March’2015**

**Key Roles:**

* Collection &Updation in RRAS (Revenue and Receipt Accounting Systems):
* TPA
* Process for using higher Package lens for CGHS Patients
* Disbursements
* Updating in PRS
* Advance for Diesel Supply/Hostel/Guest House
* Review of Advance Outstanding
* Cancellation/Modifications of Bills
* Approval of GRN & Updating in CPD
* Stock Issues/Transfer
* Transaction with Warehouse
* Third-party Confirmation of Stock
* Usage of Sample Products
* Stock Verification using ETL & Audit Co-Ordination
* Legal & Compliance
* Income tax Exemption u/s 17(2)
* VAT Compliance
* Other instructions from Corporate Office
* Discount Policy
* Human Resource

**AGASTYA E SOLUTIONS Pvt Ltd.**

**Designation: Executive-Accounts Duration: Jun’2011 to March’14**

**Key Roles:**

* Reporting to the Executive Director
* Handling office petty cash for daily Transaction
* Handling Purchase & Sales Accounting
* Reconciliation of Daily Sales Report
* Reconciliation of Vendors.
* Making & Issuing Monthly Employee Salary
* Handling Bank Reconciliation
* Preparing Daily Sales Report for MIS to the Management.
* Booking Day wise sales Entry & Finalization.
* Analysing& control over unwanted expenses of the Office.
* Maintain and control of purchase Account.

**ACADEMIC QUALIFICATION**

* Completed Post Graduate in Computer Applications at **MRM Institute of Management** in 2010 From Osmania University.
* Completed graduation in Commerce at **National Degree** **College** Palvancha in 2005 from Kakatiya University.

**TECHNICAL SKILL**

* DOS, Windows, MS-Office (Word, Excel, Access, PowerPoint) Internet. Skills ERP Package Tally (ERP9.0) & SAP **B1 Financial.**