



LOLUGU VENKATESWARA RAO

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CAREER OBJECTIVE: Seeking a challenging position in **Senior Finance Management** utilizing my abilities developed through my experience and education with an opportunity for career growth and to contribute the growth of organization.

PROFILE SUMMARY: MBA Finance with Graduation in Commerce having 18 years of strong core professional experience in the area of Financial Accounting and Management in various companies Manufacture (Pharmaceuticals), Trading (Volvo), Logistics (Reliance), Constructions (Road and Railway)

Corporate Finance Professional with 18 years of established career

- ➔ Finance professional with senior management financial planning and analysis, Fund raising, increasing working capital limits and obtaining Term Loans, Cash flow management, preparing budgeting, forecasting, handling project finance.
- ➔ Statutory Compliance: Supervise the completion of tax reporting requirements (including income tax, TDS, GST and other taxes like VAT audits, CST assessments & other reports required by government regulation and tax requirements
- ➔ Prepare the monthly MIS reports for Revenue and Expense analysis vs Budget to Management.
- ➔ Co-ordination with Internal/Statutory auditors and maintaining statutory books of accounts and Finalisation of annual books of accounts, Prepare the Financial statements such as **Balance Sheet, Profit & Loss account with notes** reviewing, analysing and maintaining books of accounts.

CORE COMPETENCIES

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|------------------------------------|---------------------------------------|
| * Financial Analysis and Reporting | * Budgeting & Cash Flow Management |
| * Internal Financial Control | * Working Capital limits, Term Loans |
| * MIS Reporting & Analysis | * Taxation (GST, TDS, and Income Tax) |
| * Internal & External Audits | * Finalization of Accounts. |

Vasant Chemicals Pvt. Ltd. Hyderabad (Manufacture of Pharma Intermediates & Specialty Chemicals)

Oct 17-Oct 20 as Sr.Manager-Finance & Accounts

Role: HOD – Finance & Accounts: Reporting to: Chairman

- ➔ Responsible for maintenance of all books of accounts and monitoring day to day all accounting transactions. Timely completion of Financial Accounting and make available accurate financial data of Corporate office and two Units SEZ Unit, Atchuthapuram-Visakhapatnam & DTA unit, Jeedimetla - Hyderabad
- ➔ Finance& Banking: Daily close monitoring the availability of Funds and working capital management Co-ordination with banks for day to day bank transactions.
- ➔ Funds Planning: Prepare the Monthly Cash Flow& Budgeting statement and day to day update the funds planning and Preparation and monitoring ageing wise Receivable and Payables management and release the all payments to vendors / Service providers/Taxes and all other payments with in due date.
- ➔ Periodically submission of various reports and documents like stock statements, FFR's, UHFC & any other information required by bank. Co-ordination with bank auditors for stock & receivables audit from time to time. To prepare necessary information for enhancement / renewal of working capital and sanction of the limits and funds (Term Loans) raising.
- ➔ Foreign Exchange transactions: To ensure that timely availing foreign currency loans (PCFC) to the maximum extent possible in order to reduce interest cost
- ➔ Performance of immediate reporting juniors: To monitor the activities and performance of immediate reporting juniors and give suggestion for practising better system and controls.
- ➔ Statutory compliance :TDS, GST, Income Tax, Timely filling the returns and making payments with in due date and completion Tax Assessments, Scrutiny's and departmental audits .Co-ordination with department for Pending CST assessments ,VAT audit and Refund claims. Payroll verification & release salary& PF, ESI, PT payments with in due date.
- ➔ Co-Ordination with Company Secretary for ROC compliance like filling the forms & returns and provide the data for board meetings.
- ➔ MIS: Monthly books of accounts closing, preparation of Monthly P&L unit wise review with Chairman and Monitoring Factory overheads (Budget vs Actuals) and cost controlling with strictly following the budget.

- ➔ Costing: Inventory valuation, Physical verification of Inventory on periodical basis .Preparation of Product Cost sheets monthly and Preparation of Cost Audit data and Co-ordination to Cost Auditor for Finalization of Cost Audit.
- ➔ Fixed Assets: maintaining the Fixed Asset register in excel along with depreciation schedule and monitoring & tracking capital purchases for timely asset capitalization, recording asset acquisitions and disposals.
- ➔ Auditing: Co-ordination with Internal/Statutory auditors and maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms as well as ensuring smooth.
- ➔ Coordinating in complete planning & management activities for ensuring completion of internal & statutory audits within time; managing the internal audit of the companies including setting up of internal audit systems as well as monitoring of the implementation of the systems.
- ➔ Finalization of Accounts: Preparation of Financial statements such as Balance Sheet, Profit & Loss account; reviewing analysing and maintaining accounts.

Rakshit Drugs Pvt. Ltd., Hyderabad (Manufacture of Pharma Intermediates)
Jan'17-Sept'17 as Manager–Accounts: Reporting to Director

- ➔ General Accounting including Balance Sheet integrity: Oversee the accounting function, which includes inter-company accounting, accounts payable function, Balance sheet management, general ledger accounting, fixed asset accounting and bank reconciliation.
- ➔ Responsible or maintenance of all books of accounts and approvals day to day all accounting transactions in accounting package and monthly unit visit and verification of all books of accounts.Preparation of monthly reports (P&L) ensuring analysing the expenditure on a monthly basis to control expenses.
- ➔ Ensuring smooth operations of banking process; presenting a true and fair view of the financial position of the company by way of timely. General ledger scrutiny and preparation of Payable & Receivable statements and reconciliations & settlements.
- ➔ Direct and Indirect taxation: Supervise the completion of tax reporting requirements (including income tax, GST and other taxes like VAT audits , CST assessments and other reports required by government regulation, including all related analysis and support.
- ➔ Responsible for all mmaintaining statutory books of accounts direct and indirect tax and reconciliation of financial statements in compliance with the norms for timely filing of various forms, returns, required under various Statutes under companies act.
- ➔ MIS: Supervising & preparation of various monthly & periodic MIS highlighting major accomplishments & improvement areas of various business to enable senior management take appropriate decisions.Preparation of Monthly detailed P&L along with Cash Flow, Receivable & Payable statements.

Porus Laboratories Pvt. Ltd., Hyderabad (Manufacture of Pharma Intermediates and Organic Chemicals)
July'13-Sept'16 as Asst.Manager–Accounts: Reporting to GM-Finance

- ➔ Closing the monthly books of accounts and make the provisions and prepare the monthly P&L and weekly Receivable statements.
- ➔ TDS monthly online payments, e-TDS returns filling, Issue of Form 16 & 16A & tracking Form 26AS. VAT & CST Preparation and filling online returns & payments and handling Assessments & Audits. Apply & generate C & H Forms & receipts ('C' & 'H' forms) keeping track & reconcile with books. Service Tax (RCM) determination of liability & online payment, filling returns and handling the Audits.
- ➔ Central Excise monitoring for maintaining registers like RG 23A & 23C Part-II and PLA ledger and keeping track of CENVAT credit, verification monthly duty payable & online payment. Taking care of statutory compliance of Work Contract bills.
- ➔ Providing feedback to the top management with regular internal audit reports; preparing tax plans and ensuring timely assessment and filing of tax returns, TDS, GST, Income Tax, Service Tax, VAT & CST in Statutory compliance.
- ➔ Rebate claims reconciliation with books and tracking for payments & E-BRC upload tracking with Banks.
- ➔ Monthly Payroll verification and PF, ESI and PT monthly liability online payment.
- ➔ Preparation & Submission-Drawing power statements monthly for working capital limits. Co-ordination for working capital renewals etc.,
- ➔ Handled the Income Tax Assessments & Scrutiny's.
- ➔ Finalization of Annual Accounts - Individuals (Directors and Other group companies) and Co-ordination with Statutory Auditors of finalization of Annual accounts and Annually Cost Audit

Vijay Engineering Equipment India Pvt. Ltd., Hyderabad (Authorized dealer of VOLVO Construction & Road Equipment's)

Oct'09-April'13 as Asst.Manager – Accounts: Reporting to Director

- ➔ Responsible for complete maintenance of all books of accounts, Finance, Budget, finalization & Statutory Compliance.
- ➔ Treasury: Supervise the Treasury Functions & Fund Management of the organization including payables & analyse the organization revenues, expenses and forecast in cash flow position, recommend investments and other financial instruments to meet these cash flow needs.
- ➔ Monitoring day to day payments & receipts and verification BRS and Funds positions reporting to Management. Formulating budgets, conducting variance analysis to determine difference between projected figures & actual expenditure and recommending / taking corrective actions.
- ➔ Monitoring cash flow on the operations of the company to review the cash position and forecast funds required for numerous expenses; taking adequate measures to ensure timely receipt of payments
- ➔ Worked closely with Banks/NBFC for Financing/Funding arrangement (Term Loans and Working capital facilities). Submission different documentation and major reports (DP, FFR, Net worth, CMA data etc.,) to Banks/Financial Institutions for availed loans and working capital renewals.
- ➔ Monitoring day to day all accounting transactions and making provisions and other accruals for the month end closing, Preparation of P&L along with cash flow and Receivable, Payable statements.
- ➔ Co-ordination with Company Secretary for ROC Compliances & filling of various forms and returns.
- ➔ Controlling & reporting: Supervise financial statement, analyse the month end financial position, investigate variance and identifying & suggest any remedial action that needs to be taken, implement operational financial control & procedures in accordance with internal policies/directives. Provide timely accurate daily and monthly financial information, and deliver accurate financial reporting.
- ➔ Finalization: Preparing, finalising and different types of financial statements such as Balance Sheet, Profit & Loss account; reviewing, analysing and maintaining accounts and individuals finalising & filling.
- ➔ Attend the VOLVO audits for DOS (Dealer Operating System) and PDP (Partnership Development Program)

Relogistics India Pvt. Ltd., (Reliance Group) Visakhapatnam (India's largest integrated logistics solution provider)

April'07-July'09 as Executive – Commercial: Reporting to RM-Commercial

- ➔ Responsible for overseeing the Record-to-Report (R2R) for all books of accounts and day to day transactions branch level (Cash, Bank, Budget, Strong Forecasting, Daily Business Report, Receivables, Salaries & other allowances of supervisors and profitability statement)

Siddhardha Constructions Pvt. Ltd., Hyderabad (One of the leading Construction for Road & Railway work projects)

Nov'01-Mar'07 as Senior Officer-Accounts: Reporting to GM-Accounts

- ➔ Responsible for complete maintenance of all branches/sites book of accounts, verification of all voucher & Invoices for all aspects of accounts. Verification & Maintaining of R&B and Railway bills, Accounting & Maintaining of Fixed Asset Register, reconciliation of payables & confirmations. Verification all Cash & Bank Transactions and preparation of BRS for all Bank accounts.

ACADEMIC DETAILS

MBA (Finance) from Indira Gandhi National Open University, Hyderabad.

B.Com. from Andhra University, Visakhapatnam.

IT SKILLS

DCA (Diploma in Computer Applications) BDPS, Hyderabad.

Operating Systems: DOS, WINDOWS and **Packages:** MS office

Accounting Packages: Tally ERP9, Focus V6.003, 4 Soft, SAP-FICO.

PERSONAL DETAILS

Date of Birth: 10th August 1978

Marital Status: Married

Languages Known: Telugu, English and Hindi.

Declaration: All the statements made above are true and complete to the best of my knowledge and belief.

Place: Visakhapatnam

(L.Venkateswara Rao)