**RESUME**

G. Raveendra Babu

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***CAREER OBJECTIVE:***

To achieve a challenging job target with a versatile environment for promoting organizational growth with a possibility to learn at each step and securing a good carrier and growth along with company

***EDUCATIONAL QUALIFICATION***

**Under Graduation** **:** **– Computer Application**

Specialization : Commerce

University : Sri Venkateshwara University- Tirupati

Year : 2004

**Post-Graduation** **:** **M.Com**

Specialization : Commerce

University : GITAM University - Tirupati

Year : 2015

***EXPERIENCE SUMMARY:***

Experienced Accountant with more than 8 years of experience executing proficient accounting work

* Working with *Convergys India Service Pvt. Ltd* as an *Supervisor Account Payable* from *August 2013 to Till* date to take care of AP and GL in Oracle People soft
* Worked as *Senior Associate* with *Outsourcepartners International Pvt. Ltd(EXLservices.com (I) Ltd)* from *April 2011 to August 2013* to take care of AP, GL in Oracle Software

* Worked as an *Executive finance*  with *Kal Radio Limited-(RED 93.5FM) – Sunnetwork* from *Mar 2010 to March 2011* for branch accounts Operations in SAP FI Modules
* Worked as an *Assistant Accountant* in *Amararaja Batteries Ltd* from *Sept’2004 to Sept’2007* Responsible to take care of accounting Operations of AP,AR,GL in ERP Ramco System

***Responsibilities – Convergys India Services P Ltd.***  ***-August 2013-Till Date***

* Creditors Invoice and employees reimbursements verifying and Approving for payments as per policy
* Oversee and supports Accounts associates functioning in Bangalore and Pune sites for day to day accounting transactions
* Vigilantly monitor the delays in operating cycle & Costing put forward suggestions to reduce it to tolerable levels, setting up limits of sustainable suggestions to cut overheads expenditure
* Related knowledge in STPI compliance and Fair knowledge on Service tax compliances
* Major account head Expense Scrutiny once in a month and reports to Director Finance at Gurgaon Site
* Bank Reconciliation review on monthly basis
* Prepares and analyzing of P&L and Balance sheet Listing on monthly and Reports to Manager and Director Finance at Gurgaon location
* Meeting queries from Auditors on yearly audit

***Responsibilities –Outsourcepartners International (P) Ltd*** ***-April-11 to Aug-13***

* Invoices Verification, processing and Prepares Vendors Outstanding reports and making payments on due date base
* Prepares of Bank Reconciliation Statement on weekly basis
* Validate the Process as per SOX compliant procedure
* Prepares monthly journal entries and provisioning of expenses at month end ensures that all account activity are recorded
* Prepare and scrutiny of Major Account heads

***Responsibilities – RED 93.5FM-Kal Radio Limited-Sun Networks -*** ***Mar 2010 to March 2011***

* Processing of employees reimbursements, utility and administration payments in SAP-FI and validating accurate TDS on bills
* Collections accounting, Preparation of Debtors Outstanding and follow ups with concern deportment and sending the remainder letters to clients for Extended outstanding
* Provisioning of expenses at month end and preparation of Profit & Loss Accounts and reporting to the Finance Head based at Chennai

***Responsibilities - AMARA RAJA GROUP (MPPL)***  ***-*** ***Sept 2004 to Sept 2007***

* Sundry Creditors Invoice Verification and processing and Prepares of Creditors Outstanding reports and Making payments on due date base
* Preparation of Daily Funds flow statements reporting to Manager Accounts
* Preparation of Debtors Outstanding reports and co-ordinate with concern deportment for collections and accounting the collections in to the system
* Preparation of Bank Reconciliation and Intercompany reconciliation with group companies
* Quarterly TDS returns filing
* Put in order monthly journal entries and provisioning of expenses at month end ensures that all account activity are recorded
* Preparation of Profit n loss and Balance Sheet accounts on monthly and reports to Manager Accounts for Review
* Meeting queries from Auditors at yearly audit

**SOFTWARE PROFICIENCY:**

ERP System : Experienced in Finance Modules in SAP FI, Oracle, ERP Ram co, SUN

System & ERP Tally

Operating System **:**  Operational skills on MS-Office

**PERSONAL DETAILS:**

**Date of Birth** **:** 20-06-1982

**Marital Status** **:** Married

**Gender** **:** Male

Pan : ASDFG4563L

Passport : F1456321

**Languages** **:** English, Telugu, Kannada & Tamil

**Add for Communication** **:** Dr. No.291, 5th Cross, Kaveri Nagar, Udaya Nagar Colony,

Bangalore - 560016.