**P Krishna Murthy Mobile** : +91 7702291117, 9632587441

**Finance & Accounts Professional E Mail**: [krishna0582@yahoo.com](mailto:krishna0582@yahoo.com),hsdfkh.ghfjjf@gmail.com

**Summery of Experience**

Finance & Accounts Professional with 8 years of experience in growth-centric organization, seeking a responsible position in a reputed organization where my skills and functional competencies in the Finance, Accounting & Commercial Operations domains can be effectively used for contributing to the success of the organization and can be further enhanced for mutual benefit. And also worked software domain SAP Finance as a end user in reputed organizations

**Professional Synopsis**

* Competent and resourceful F & A professional with a total of **8 years** **of demonstrated success** in Industry with excellent understanding of business dynamics
* Expertise in **Accounting functions, Financial operations and Statutory Compliances**
* Deft in **Commercial and Administrative functions**
* Proficient in formulating and implementing Finance & Accounts Procedures
* Hands on experience in managing **Credit Control, Cash Flow Management, Reconciliation Statements** etc.
* Exposure to participating in **Audits**
* Proficient in ensuring compliance to government rules & regulations laid down by statutory authorities for assessment and filing Sales Tax, Central Excise Tax and Income Tax returns
* Hands-on experience in ensuring statutory compliance for timely payment of tax, filling of returns and controlling issuance of C & E1 forms
* Versatile and multi-skilled with ability to **manage multiple responsibilities** simultaneously, achieve defined goals & objectives
* Exposure to working in well **diversified & multi-cultural work environments**
* Hands on experience as an end user in **SAP Finance module.**
* **Trained in SAP Finance and Controlling module.**

**Core Competencies**

● Finance & Accounting Processes ● Commercial Operations

● Payables & Receivables ● Statutory Compliances

● Participating in Auditing ● Bank Reconciliations

● Customers & Vendors Accounts Reconciliations ● Inspection, Verification & Authentication

**Proficiency Forte**

***Finance & Accounts***

* Assisting preparation of statutory books of accounts, bank reconciliation, party reconciliation and consolidated reports in compliance with time & accuracy norms
* Overseeing financial statements including trial balance, profit & loss a/c, accounts payables and receivables

***Auditing / Statutory Compliances***

* Assisting & preparing in conducting audits; evaluating the internal control systems with a view to highlight shortcomings & implementing recommendations made by Internal Auditors
* Computing & arranging for timely deposit of taxes and filing of returns for timely completion of assessment and ensuring statutory compliance (Sales Tax, Central Excise Tax etc.)

***Accounts Receivables / Payables***

* Following up for accounts receivables after invoicing to customers, conducting ageing analysis with an aim to keep receivables under control and collections of payments
* Handling reconciliation of monthly collections between billing system & accounting system, customer’s reconciliation with billing system, customers aging & bad debts provisioning
* Scrutinizing the vouchers before payment as per the company’s procedure and processes

***MIS Reporting***

* Generating MIS Reports on business metrics facilitating Management review of business

**Academic Credentials**

* **Master of Business Administration (MBA)** specializing in **Finance & Marketing,**

**Andhra University,** 2006

* **Bachelor of Commerce**,

**Andhra University**, 2003

**IT Skills & Proficiency**

**ERP Package : SAP** **R/3 FI/CO, ECC 6.0**

**Operating System : MS-Dos ,Windows-XP, 7 & 8**

**Packages : M.S .Office & Tally ERP 9**

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| --- |
| **SAP Key SKILLS** |

**Financial Accounting:**

**Configuring for G/L: Defining:**

* Chart of Accounts, account group and general Ledger accounts for each company code.
* Retaining earnings accounts.
* Field status variant.
* Number rang intervals for GL Documents.
* Tolerance Groups for Employees, customer / vendors and GL Tolerance Groups.
* Creating sample Documents, Hold Documents, Parking Documents, Recurring Documents.
* Posting of Reversal Documents-individual reversal and Mass reversals.
* GL outgoing payments and GL incoming payments.
* Interest calculation, Balance interest calculation, Item interest calculation.
* Foreign currency Posting

**Accounts Receivables:-**

* Creation of customer accounts groups, Customer masters, number ranges and Payment terms.
* Creation of accounts for special GL transactions.
* Post of sales invoice, advance receipt, clearing of incoming payments and down payments.
* Clearing of down payments against customer invoices.

**Accounts Payables:-**

* Creation of vendor account groups, vendor masters, number ranges and assignment number ranges.
* Creation of  accounts for special GL Transactions.
* Posting of Purchase invoices, advance receipt, clearing of outgoing and down payments.
* Posting of credit memo
* Creation of Automatic payment programme.

**Asset Accounting :-**

* Creation Chart of Depreciation, Account determination, main asset masters & sub –asset master, screen layout  rules and number ranges
* Defining of Asset classes, depreciation keys and depreciation calculation methods.
* Acquisition, Retirement, transfers and scrapping of Assets.
* Depreciation run.

**Controlling:**

* Configuration of controlling area, number ranges for controlling Doc and Versions.
* Creation of Primary and secondary Cost Elements, With Appropriate Cost Element Category.
* Creation of Cost Elements, Cost Element groups, Cost Centers and Cost Centre Groups.
* Creation of Standard Hierarchy, Profit Center and Profit Center groups.

**Professional Experience**

**ACCYS Management Services Pvt Ltd,** HyderabadSep’13 –Jun’15

Team Leader

**Vibrant Screen Pvt Ltd,** BangaloreNov’12 – Jun’13

Sr. Accounts Executive

**Advanced Bionics India Pvt Ltd,** BangaloreMay’11 – Oct’12

Sr. Accounts Assistant

**Ravicab Cables Pvt Ltd,** BangaloreMay’09 – Apr’11

Accounts Executive

**Chella Metals,** Samalkot Jul’06 -Apr’09

Accountant

**Professional Responsibilities**

**ACCYS Management Services Pvt Ltd,** Sep’13 –Jun’15

Team Leader

**Responsibilities**

* Primary responsibility of handling all the F & A Operations
* Responsible for the assigned task of Jindal Stainless Limited (JSL)in Visakhapatnam and Hindware, Hyderabad which includes invoice audit with agreed contracts/ work orders and to maintain accounts receivable process
* To ensure timely submission of all the invoices to the clients
* To resolve issues arising with the client with respect to invoices posts
* Keep track of invoices of JSL, submission of JSL invoices and payment records
* To complete the reconciliation of accounts receivables etc.
* To handle records – To verify Invoices & Approvals for payments
* To manage and maintain outstanding statements and scrutinize bill realization
* To check/update day to day receipts, payments, journals, bank & cash entries in Tally
* Be responsible for generating business & prepare weekly MIS reports indicating financial performance
* Handled Accounts Receivable and Payable in SAP Finance module as an end user.

**Vibrant Screen Pvt Ltd,** BangaloreNov’12 – Jun’13

Sr. Accounts Executive

**Responsibilities**

* Mainline responsibility is to be generated proforma invoices & sales invoices
* Involved in filing Statutory Returns (service tax on monthly basis ,TDS on monthly basis and quarterly basis)
* Monitored statutory book of accounts, bank reconciliation as well as financial statements including, Accounts Payables and Receivables Statements, Bank Reconciliation and Branch Accounts
* Maintained payroll system and preparation of various monthly accounts reports
* To comply with reporting methodology on regular as well as on need basis

**Advanced Bionics India Pvt Ltd,** BangaloreMay’11 – Oct’12

Sr. Accounts Assistant

**Responsibilities**

* Monitored statutory books of accounts, bank reconciliation as well as financial statements including trial balance, accounts payables and receivables statements
* Responsible for generating purchase orders, proforma invoices & sales invoices
* Involved in filing of all statutory returns (TDS, VAT, PT, etc.)
* Handled reimbursable expenses accounts and non-reimbursable expenses
* Responsible for inventory control & management, maintenance of payroll system and preparation of various monthly accounts reports
* Submitted monthly accounts reports in Cognos Financial Software
* Involved in data collection and compilation for filing Income Tax to be submitted to Chartered Accountant & liaising with CA
* Carried out finalization of accounts including preparation, reviewed financial statements, notes to accounts and cash flow statements in compliance with Indian GAAP (Accounting Standards, Income Tax Act, etc.)

**Ravicab Cables Pvt Ltd,** BangaloreMay’09 – Apr’11

Accounts Executive

**Responsibilities**

* Responsible for the preparation of Purchase Orders, Performa Invoices and Sales Invoices
* Involved in posting entries in Tally and verified all books of accounts on regular basis (Purchases Register, Sales Register and Cash Book)
* Managed purchases, payments and receivables of the company
* Assisted Auditors in Internal Auditing for half-yearly and yearly at the time of finalization & verification of profit and loss account, balance sheet & filing of income tax returns
* Prepared all types of Statutory returns on monthly, quarterly, half-yearly & yearly basis (VAT, TDS, Service Tax, Central Excise Returns and all types of Statutory Forms i.e., C-Forms & E1 Forms)
* Accountable for preparing Bank Reconciliation statement, Debtors and Creditors reconciliation statements on monthly basis and also attended Sales Tax & Income Tax Assessments
* Assisted Company Secretaries in filing all types of ROC Documents and provided support to the Sales Tax auditors in Vat-240 Audit

**Chella Metals,** Samalkot Jul’06 – Apr’09

Accountant

**Responsibilities**

* Preparation of cashbook, daybook, and daily transactions entries
* To be responsible for Invoicing, Journal Entries and Payments to Vendors etc.
* To be completed the reconciliation of accounts payable, accounts receivables, accounts etc.
* Assisted in preparation of trial balance & final accounts
* To be generated monthly & quarterly finance reports
* Be responsible for the preparation of MIS reports

**Personal Dossier**

Date of Birth : 29th August 1982

Marital Status : Married

Gender : Male

Pan : VFRTY4563L

Passport : S4125632

Languages known : English, Hindi & Telugu

Permanent Address : H.No 3-126, Old Dairy farm, Adarsh Nagar, Visakhapatnam – 530 040

Passport available