

Mahesh Gorantala

Address: C-803, EVA Homes, Gat no. 90, Dehu-Alandi Road, Chikhali, Pune-412 114.

Mobile no. 8097813675

Email ID : maheshgorantala@gmail.com

CAREER OBJECTIVE

I aim to advance within a forward-looking company in the field of Accounting and Finance, leveraging over a decade of experience and enriched educational skills to contribute toward the company's objectives. My goal is to harness my potential and commitment for the betterment of the organization.

WORK EXPERIENCE

Team Lead – Sales Support Co-ordination

TeamViewer India Pvt Ltd. [Aug 2021 to till date]

Sales Support Co-ordination

TeamViewer India Pvt Ltd. [Oct 2019 to July 2021]

Job Profile:

- Responsible for overseeing sales support operations in the EMEA region, including the creation and submission of quotes for both existing and prospective customers.
- Utilizing CRM and Tableau for data research to enhance sales forecasting. Regularly obtaining updates from country heads for forecasting and incorporating the information into reports.
- Collaborating with cross-functional teams, such as Finance, Marketing, and Sales. Assigning leads and opportunities to the sales team (IS, Enterprise, Channel) and providing twice-daily reports on assignments. Ensuring accuracy and hygiene of the opportunities pipeline for the entire EMEA region.
- Tracking all Enterprise and Channel opportunities in CRM until deal closure. Verifying and correcting opportunities database entries in the CRM system.
- Weekly reporting on untouched open leads and opportunities in the region. Managing sales team documentation in "JIRA," including NDA, partner agreements, and VRF.
- Handling renewal order processing and billing operations for the Channel division. Managing net new orders and billing operations for both Enterprise and Channel divisions. Checking and verifying data accuracy in quotations, purchase orders, and invoices.
- Proactively contacting customers to obtain missing information or address queries. Maintaining and updating customer and partner databases in CRM.
- Generating and maintaining sales reports for both Channel and Enterprise divisions. Effectively resolve distributor, reseller, and end customer queries.
- Processed orders accurately and promptly, while also supporting the Channel Sales team and forwarding leads.
- Managed Backoffice team schedules, workload, and tasks, ensuring high quality and quantity of output.
- Assisted partners/distributors with pricing/product queries as a primary point of contact within Channel Sales.
- Collaborated with accounting team on invoice corrections, reminders, and led invoice cancellation as a team lead.
- Monitored team progress, identified issues, and proposed improvements.
- Ensured compliance with laws and policies.
- Supported international channel partners in EMEA, addressing delays and issues.
- Handled partner communication via tickets/CRM, Outlook emails, and phone calls.
- Managed daily lead forwarding, report creation, and distribution to partners and distributors.
- Stored, sorted, and presented financial/non-financial data in electronic reports.
- Created reports for Account Managers and Team Managers based on system data.
- Maintained data quality in CRM/LT and other tools for the Channel Sales Team.
- Maintained accurate data for new accounts, opportunities, and amendments.
- Gained valuable experience collaborating with account managers and team managers.
- Coordinated daily tasks with the Back-Office team in India.

Assistant Team Leader

Basiz Fund Services India Pvt Ltd. [Feb 2018 to Oct 2019]

Job Profile: Fund Accounting – Private Equity and NAV

- Managed client accounts, prepared monthly financials, and handled investor queries daily.
- Provided necessary workings, including Distribution and TDS calculations.
- Created daily and weekly MIS reports, prepared Audited reports/Form 64 for clients.
- Assisted auditors in finalizing client accounts, reviewed bookkeeping, and input verification.
- Recorded journal entries, valuation entries for Private Equity Funds, and managed accruals/prepaid adjustments.
- Handled bank transactions, invoice booking, missing invoice updates, intercompany reconciliation, and more.
- Completed necessary entries for year-end closure, reviewed partner capital account statements, and managed Capital Call/Distribution workings.
- Prepared and reviewed Bank Reconciliation Statements, coordinated with clients, and followed processes.
- Maintained high-quality standards, ensured timely task completion.
- Processed and reviewed daily Activity Reports from Prime Broker/Custodian.
- Matched Realized Gain/Loss for Equity, Futures, and Option trades.
- Managed foreign currency trades using Moneycontrol.net for exchange rates.
- Reconciled cash and positions performed valuation using Moneycontrol.net.
- Processed accruals, expenses, subscriptions, withdrawals, management fees, and incentive fees.
- Calculated Net Asset Value (NAV) monthly for each fund and delivered to clients.

Associate (Portfolio Accountant)

State Street Syntel Services Private Ltd. [Aug 2015 to Feb 2019]:

IIS-Monthly Fund accounting/JV - Corporate Cash & CATR (Corporate action trade review).

Job Profile:

- Managed cash activities performed daily Custody and Accounting reconciliations.
- Provided Daily, Weekly & Monthly NAVs to Clients and Investment Manager.
- Conducted End of Day tasks and participated in weekly and monthly audits with Trial Balance.
- Oversaw client cash activities, fund transfers, wire payments, and FX requests.
- Monitored client cash balances, researched overdrafts, ensured full cash investment in liquid stock.
- Resolved daily cash exceptions, addressed discrepancies, and responded promptly to Investment Manager's queries.
- Handled accounting entries, weekly activities (share reconciliation, Trade Processing).
- Priced securities during month-end, audited, and finalized NAVs.
- Reconciled investment activity daily, monthly, quarterly, and annually to ensure data integrity.
- Audited and approved Cash - Wires, Checks, and Interfund transfers daily.
- Checked End of Day balances to ensure accurate booking of activities.

Office and Account Assistant

Geekey Industries India Pvt. Ltd. [Dec 2012 to Aug 2015]

Job Profile:

- Created letters, reports, and quotations for debtors.
- Entered data into Excel sheets and prepared monthly debtor invoices.
- Managed bank reconciliation and petty cash vouchers.
- Maintained Tally 7.2 accounts, including cash, bank, purchases, sales, and receipts.
- Followed up with debtors on outstanding amounts.
- Managed physical cash, petty cash, and office expenses.
- Recorded daily payment entries and handled automated cheque issuance.
- Entered daily received cheques and managed returned cheques.

PROFESSIONAL ENHANCEMENTS

- Received 6 SPOT Recognition awards for speedy and smart client work.
- Awarded Syntel Titan of the Month twice (Oct 2016 & June 2017).
- Won Syntel Value Award in October 2016.
- Received Team Engagement Award twice (Jan 2017 & June 2017).

SKILLS (TECHNOLOGY/FUNCTIONAL)

- Diploma in Computer Applications, Accounting & Tax Management.
- MS Word, Excel, PowerPoint & Outlook.
- Tally ERP-9, Advance Excel (V-lookup H-lookup, Pivot (A+ Compute)
- CRM and Microsoft Dynamics 365 NAL CRM and ERP Software
- Freshdesk Ticketing System

EDUCATION

Masters in accounting and finance (M. Com) SIWS College [2016]

Bachelors in commerce (B. Com) SIWS College [2012]

H.S.C in English Medium Dr. Antonia D' Silva Junior College [2009]

S.S.C in English Medium Andhra Education Society High School [2007]

PERSONAL DETAILS

Marital Status : Married

Languages Known : English, Hindi, Marathi, German (pursuing)

PLACE:

DATE:

NAME: