

## CURRICULAM-VITAE

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### **Key Area of Experience**

- ✓ Over 32 Years of experience in the area of Finance & Accounts – as Business Finance Controller, Project Controller, Budgeting, Profit and Loss Statement, ASP Management, Vendor Management (Payments & Receivables), Financial Audits, Taxations and Compliances etc.
- ✓ Ability in meeting deadlines while achieving excellence and quality of work.
- ✓ Possess knowledge of SAP, along with the implementation & New SAP based application implemented.
- ✓ Strong analytical & organizational abilities with adeptness in formulating.

### **Professional Experience and Accomplishments**

#### **Domain Expertise**

##### **Commerical Affairs:-**

- Business Finance Controller
- Channel Partner Management
- Project Cost Control and Cost-to-Complete management.
- Tracking the Project BOM (Bill of Material) and work towards the project completion goal.
- Sales Accounting
- ASP Accounting
- Store Profitability
- Coordinate and follow up for Bills Receivables
- Reconciliation of customer bills with vendor bills
- Monitoring of Stocks and ageing thereof
- Insurance claims coordination
- Project claims coordination
- Monthly report on actual against planned collections and payments
- Ensuring Tax compliances
- Arranging the TDS Certificate from client on monthly basis
- Coordinating with Inspection Agency / Transporter / Shipping Agents / Plant for shipment .
- Introduced strict inventory control there by reducing the obsolescence problem and maintaining the inventory at optimum levels.
- Project-wise profitability showing Revenue Recognition as per AS-7 accounting.
- scrutiny of inventory of inventory costs
- Well versed in SAP-SD, SAP-PS, SAP-MM, SAP-FI Modules.

#### **Major Projects handled:**

- C4I (Delhi Police) project
- HCLT SEZ Projects PAN India
- IOCL projects PAN India
- SGPGI, Lucknow project

- Manapuram, 2000 branches project
- Sriram Finance, 500 branches project
- Lanco, Kondapally project
- South Western Railway project, Bangalore
- Many Others

### **Employer Details**

#### **Qdigi Services Ltd (Dicare)**

(April 2018 onwards)

Working as Sr Manager -- Finance. Handling all commercial affairs including Sales Accounting, Accounts, ASP Accounting, Store Profitability, Reco of SAP with SCM and ASP Management (Onboarding till FnF).

ASP Accounting including oversee the complete vendor invoicing after BU head approvals through mail merging ,ensuring accurate vendor information with proper GST Nos, address etc.

Monitor AP invoices are matched with the issued invoices and getting credited in books of accounts.

Involved in ASP agreements and to ensure the validity of the agreements from time to time.

To ensure vendor statements and customer statements to partners and address their queries.

To get timely balance confirmations on monthly basis.

Review full and final payments.

To submit the Bills receivables report on alternate day basis (weekly thrice), exposure report which will support Business team to review and SCM team for despatches.

Stores profitability for COCO centres.

Qdigi Services Ltd (A Quess Company) provides the After Sale Services to end customer of different brands like Samsung, One Plus, Xiaomi, Amazon etc. Qdigi was an entity of HCL Infosystems Ltd which was acquired by Quess Corp Ltd.

#### **HCL Infosystems Ltd**

(July 2006 – April 2018)

Joined HCL as Asst Manager in Office Automation Division and responsible for all Commercial Affairs, Financial Strategy Management, System Implementation / MIS, Imports/Exports, Taxation / Statutory Compliance, Funds Sourcing & Management & Project Accounting.

Later on Transferred to different projects HCL Infosystem like HCL Security Ltd, HCL Project Management, HCL Care and QDIGI Services Ltd.

**UE Trade Corporation Ltd**

(April 2004 – July 2006)

Worked as Assistant Manager – Audit, Direct and Indirect taxation, Imports-Exports, accounting, monthly closing of books of accounts, account reconciliation. Prepares monthly, quarterly and annual reports summarizing and forecasting company business activities and financial position in areas of income, expenses, and earnings based on past, present and expected operations. Analyzes business trends and daily operating costs.

**Shogi Communication Ltd**

(August 2003 – March 2004)

Worked as Manager – Finance. Overall authority to the financial operation of the organization, budget preparation and administration, audit, taxation, accounting, Imports-Exports, monthly closing of books of record. Account reconciliation. Prepares monthly, quarterly, and annual reports summarizing and forecasting company business activities and financial position in the areas of income, expenses, and earnings based on the past, present, and expected operations. Develops financial statements, analyzes business trends and daily operating costs.

**MAN B&W Diesel India Ltd.**

(January 1992 – July 2003)

Dealing with Banks in respect of Cash Credit Limits, Letter of Credits, Bank Guarantees and Foreign Remittances and other matters including submission of monthly Stock Statements, CMA Data and FFRs. Income Tax matters including computation and deduction of TDS – Salaries and Non Salaries. Supervising books of accounts, preparation of Annual Financial Statements, Annual Accounts and other reports Import-Export Documentation, follow-up with CHAs, Pay roll accounting. Reconciliation of Bank, Debtors and Supplier Accounts, Co-ordination with Statutory, Internal & Tax Auditors, Co-ordination with suppliers.

**Delhi Andhra Lemon Company Ltd**

(July 1991 – Dec 1991)

Worked as Accountant and responsible for Maintenance of books of accounts, reconciliation of Bank and supplier accounts and Pay roll accounting.

**Strengths**

Process oriented, Positive Attitude, Focused, Good Analytical Skill, Able to work Independently, Leadership Quality, Welcoming to New Challenges, Ability in meeting the deadlines under stress while achieving excellence and quality of work.

**Educational Qualification**

MBA (Finance &amp; Marketing)

**Personal Details****Date of Birth** : 20.06.1969**Marital Status** : Married**Hobbies** : Interaction with people.