



RANGU SUDHA

SENIOR FINANCE EXECUTIVE | WWW.BRIGHTCHAMPS.COM

CONTACT

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SENIOR FINANCE EXECUTIVE

Technical Skills

- **Operating system Windows 7 & 8 and 10**
- **Packages : Microsoft Office Zoho Books**
- **Payroll Software : Zoho**

Educational Qualification:

Master of Commerce
(M.COM) from
Shantiniketan Womens
College (Osmania
University) Hyderabad
2013-2015

Personal Details:

Name : R.SUDHA
Father Name :
R.GATTAIAH
D.O.B. : 06-09-1990
Age : 30 years
Marital Status : MARRIED
Date: 16-08-2023

Career Objective: A career in a Business & financial area that provides opportunities for personal and professional development as well as to contribute to the organizations effectiveness in order deliver the best services & contribute my skills for the organizational growth

Professional Experience:

Current Employer: Brightchamps Tech Private Limited
Designation: Senior Admin-Finance Executive.
Duration: 04th Feb 2021 to 31st March 2023.

Responsibilities:

- Executed vendor setup and payment, administration of bank accounts and account reconciliations.
- Verified timekeeping records and handled any discrepancies with employees.
- Maintained payroll information by calculating, collecting, and entering data.
- Processed new hire paperwork and documents.
- Responded to employee inquiries to clarify payroll issues regarding wages, deductions and taxes.
- Created organizational structures to improve accounting and finance functions.
- Supported operations management, sales, and marketing efforts to increase revenue and overall financial health.
- Trained new and existing staff members in various financial procedures to prepare for job requirements.
- Processed invoices and contacted appropriate parties for timely payment receipt.
- Maintained professional, organized, and safe environment for employees and patrons.
- Onboarded new employees with training and new hire documentation.
- Developed and maintained relationships with customers and suppliers through account development.
- Resolved staff member conflicts, actively listening to concerns and finding appropriate middle ground.
- Maximized performance by monitoring daily activities and mentoring team members.
- Monitored and analyzed business performance to identify areas of improvement and make necessary adjustments.
- Verified and submitted timekeeping information for accurate and

efficient payroll processing.

- Documented and processed all garnishments for bankruptcies, student loans, and child support orders.
- Performed calculations in overtime, vacation, and sick hours to provide accurate data to payroll processing database.
- Resolved payroll discrepancies quickly and successfully.
- Maintained strict confidentiality of all payroll information and records.
- Developed and implemented new payroll policies and procedures according to changing laws and regulations.
- Assisted management in developing and tracking payroll budgets.
- Reviewed time records for [Number] employees to verify accuracy of information.
- Processed customer orders and accurately handled payment transactions.
- Utilized various software applications to process customer orders.
- Monitored self-checkout systems and provided help in resolving complex problems.
- Developed and maintained compliance database, tracking all compliance activities and documents.
- Responded to employee inquiries regarding compliance regulations and procedures.
- Monitored and assessed compliance risks associated with operational processes and procedures.

Professional Experience:

Previous Work Experience Details: MySmartPrice Web Technology Private Limited

Designation: Senior Admin-Finance Executive.

Duration: July 2015 to 31st March 2020.

Key Responsibilities:

- Coordinating and facilitating various meeting, activities and providing support.
- Coordinate with various internal teams such as customer relationships, vendor management, project, operations.
- Coordinate internally and externally for the COO's office.
- Employee Reimbursement and concur related matters
- Month end processing of TDS,PT,PF and GST payment and other statutory related Co-ordination.
- Guiding All Employee Investment Proofs Doubt
- Other Day-To-Day Expenses Trackers, Statement, Banking, and Vendor relation, etc.
- Support during audit -internal, tax external
- Involving in end to end scrutiny of all liability accounts.
- Invoice Papering and Service Tax Data and TDS Data Preparing and company Related payment works.
- PF Returns and PT Returns and PF,TDS,PT,VAT & Service Tax Payments done
- Outward Remittance (foreign remittance) Documents Preparations
- Cash, Bank & Journal Vouchers verification
- Purchase and Sales transactions monitoring
- BRS Record keeping, filing of invoice, etc
- preparation of Form 12B and PF Form 11 (PF all related matters)
- Responsible for payroll, accounts receivable/payable ledgers.
- Responsible for the financial statements & recorded closing entries.
- Reconciliation of general ledger with different accounts
- Verification of bills from managers
- New employee joining formalities
- Communicating with the employees to resolve any finance related queries and issues.
- Offer letter and Employee agreement preparation and HR Related

works.

Previous Work Experience Details:

Employer Name: PAVAN & ASSOCIATES & RIGHT MANAGEMENT
CONSULTANT PRIVATE LIMITED

Designation: Accounts Executive

Duration: July 2012 to July 2015

Responsibilities:

1. Responsible for payroll, accounts receivable/payable ledgers.
2. Preparing accounting entries to properly record business and financial transactions in company in financial systems.
3. Reviewing and Approving vouchers for accuracy and completeness
4. Bank, Journal & cash Vouchers verification
5. Company Registration (ROC)
6. DIN (Director Identification Number).
7. Private Limited Incorporation.
8. LLP(Limited Liability Partnership)
9. Company Annual Returns Filing.
10. DSC.(digital signature) Processing.
11. Auditors Appointment Processing.