

HI I AM



KIRTHIKA G

Semi Qualified Financial Professional

As a bright ambitious person, I enjoy working in a fast paced, highly motivating position where I can assist others while challenging and expanding my knowledge and understanding of the task at hand. I am seeking a position that will utilize my skills and offer the chance for advancement as well as allow me the opportunity to gain additional skills and experience.

CONTACT



28/55 Chengalvarayan Street
Chennai - 600005



Kirthika.ganapathi17@gmail.com



+91 80723 87263



April, 17th, 1991



Female



Indian



kirthi-shree-0608a282



EDUCATION

Professional Degrees | Major

Pursuing CMA Course in Final Level
ICMAI.

Certification in CTC
(Certified Tax Consultant)
course for Tax from Institute of
Computer Accountancy (ICA) in 2018.

Completed CIA + Special Course for
Accounts & Finance (for Banking &
Financial Sector) in Institute of
Computer Accountancy (ICA).

Pursuing C.A Course in IPCC Level
(Intermediate) in Institute of
Chartered Accounts of India.

Bachelor | Major

B.Com (Corporate Secretary ship)
2011.

PROFESSIONAL EXPERIENCE

Vkey, PTE LTD., Singapore as Revenue & Accounts Manager

Jan 2022 - Present

- o Work alongside front office teams to understand structured transactions and lead new deal execution and restructures
- o Weekly Dashboard reviews & Staff productivity, Job forecast for better utilization of employee's productivity timings.
- o Generating SFDC report on weekly basis from salesforce. Create a weekly update on each project & maintaining a separate report on billables & receivables.
- o Review and prepare timely and accurate daily deal P&L reports.
- o Prepare monthly revenue schedule to show the fluctuation of revenue expected for the year Currently
- o Handling 20 clients in 4 countries.
- o Confirming the WHT for overseas clients.
- o Taking active participation in sales meeting, Client meeting & management meeting as a representative from finance to give suggestions.
- o Oversee month end closing entries for specific transactions.
- o Perform monthly review of the tax postings made by the team.
- o Designing & implementation of business strategies, plans and procedures.
- o Act as the primary contact with auditors on the audit.
- o Work closely with tax team and provide required tax reconciliations for structured transactions.
- o Collaborate with Financial Control, Operations, Tax and other areas of Product Control.
- o Creating presentation materials like PPT for Finance inductions, Management Meetings and proposals.
- o Negotiate terms and conditions with FI clients and manage execution process for trade finance Responsible for final approval on invoicing & PO
- o Co-ordinating with sales team to finalise the quote cost for the PO & SOW. Working on the milestone of cost breakups.



KNOWLEDGE PURVIEW INCLUDES

Finance & Accounts

Team Management

Cash Books

Statutory

Client Management



SKILLS

Microsoft Excel ● ● ● ● ●

Microsoft Word ● ● ● ● ●

Microsoft Powerpoint ● ● ● ● ●

Quick Books ● ● ● ● ●

Tally ERP ● ● ● ● ●

Oracle ● ● ● ● ●

SAP ● ● ● ● ●

Sales Force ● ● ● ● ●

Xero ● ● ● ● ●

Workflow Max ● ● ● ● ●

Power BI ● ● ● ● ●

Hubspot ● ● ● ● ●

Sharepoint ● ● ● ● ●

Hubdoc ● ● ● ● ●

Planright ● ● ● ● ●

Stripe ● ● ● ● ●

- o Creating presentation materials like PPT for Finance inductions, Management Meetings and proposals.
- o Identification of relevant measures to quantify strategic cost improvement opportunities, focusing on Finance.
- o Generating SFDC report on weekly basis from salesforce. Create a weekly update on each project & maintaining a separate report on billables & receivables.
- o Review and prepare timely and accurate daily deal P&L reports.
- o Participate in various Business Initiatives and Projects.

Simpson & Company, Chennai as Sr. Audit & Receivables Manager.

November 2020 to December 2021

- o Taking care of Collections in accounts receivable, Co-ordinating with sales team for collection on daily basis.
- o Monthly tax filing calculations checks.
- o Quartely Reconciliations of Tax filing along with entries entries.
- o Approval of bank payments & have track of payables & bank reconciliations.
- o Assisting with internal audit with reports.
- o Generating necessary finance report in reference to VP(F) & GM(F) with outstanding Statements, Current financial status.
- o Forward contract booking & Hedging. Assisting in process of Inward remittance.
- o All other audit & Receivable work reports.
- o Engage stakeholders across Finance and other units to drive strategic cost improvement
- o Support team in driving engagement with senior stake holders and preparation for regular and ad-hoc meetings
- o Respond to queries and analytical requests from internal and external customers
- o Manage credit application and documentation process through the direction and guidance to analysts and associates in to ensure appropriate quality and timeliness
- o Review of ledger during and after close
- o Ensure all Regulatory and Head Office reporting is completed per required deadlines drive strategic cost improvement



LANGUAGES KNOWN

English

Hindi

Tamil

Amnet Systems Private Limited, Chennai as General Manager for Audit, Accounts & Finance for India, UK & US

April 2018 to October 2020

- o Perform routine calculations to produce analyses and reports as requested by the finance director. Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
- o Calculating & Cross verify entries for GST, TDS, Sales Tax and Statutory, Monthly Salary preparations all other company accounting. Reporting to auditor and accompanying him for payment of monthly Taxes. g is completed per required deadlines drive strategic cost
- o Handled a team of 10 members for various country accounting process.
- o Making reports & working on Monthly, Quarterly, half yearly audit coordinating with Team.
- o Maintaining books of accounts in Tally.
- o Have handled 30 clients in 4 different countries. Maintaining all company accounts.
- o Looked after the preparation of overall financial statements of the company.
- o Maintaining all Finance records for company.
- o Carrying out the critical analysis of Balance Sheet involving financial worthiness.
- o Consolidation of 3 country financials for audit finalization.
- o Cash Maintenance.
- o Engage stakeholders across Finance and other units to drive strategic cost improvement.
- o Support team in driving engagement with senior stakeholders and preparation for regular and ad-hoc meetings.
- o CAPEX Working on assets & cost reduction.
- o For UK Branch office: To process BACS payment requests from Operations in accordance with company procedures.
- o Audit Trail, Filing and Reconciliation, VAT/GST along with Auditors.
- o To carry out a review of weekly reconciliations of petty cash, travel card and voucher spend by consultants.
- o New clients paper works, Co-ordinating with clients etc.
- o For US Branch office: Prepare and review mothend reconciliations communicate with department leads to identify accruals and accounting issues.
- o Assisting external auditors with IFRS and US GAAP on filing taxation.
- o Payroll processing for employees.

Krissco LLP, Chennai as Sr. Accounts & Audit Executive

January 2016 to March 2017

- o Assisting in Company Audit & generating report.
- o Calculating and E- Filing TDS, Sales Tax and Statutory, Monthly Salary preparations all other company accounting.
- o Managing Director personal accounting, audit & Income tax calculations.
- o Perform routine calculations to produce analyses and reports as requested by the finance director. Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.

Credera Global (Singapore) Pte. Ltd., Chennai, as Sr. Accountant

July 2013 to January 2016

- o Assisting in Company Audit.
- o Maintaining all Finance records for company.
- o Maintaining books of accounts in Tally.
- o Carrying out the critical analysis of Balance Sheet involving financial worthiness.
- o Cash Maintenance.
- o Maintaining all company accounts.
- o Looked after the preparation of overall financial statements of the company.

Sundaram Business Services, as MIS Executive

Jan 2013 to June 2013

- o MIS executive & Vehicle Finance executive.

EXTRA CURRICULAM

- o Awarded Best Team Leader by ICA Chennai, For Organizing Campus Oriented Program "INNOVIZ 2014" as a **Team Leader** of "TEAM AAKAR" in ICA Chennai.
- o Actively participated & won many Certificates & Prizes in Many stage shows & TV shows for Classical Dance, Vocal Music, English & Sanskrit Recitation.
- o Took Part in Chess & Carom Tournaments held at School Level.
- o Actively Participated in Workshops Conducted by Andhra Chamber of Commerce.