

# BHAVANI GUNDE

SR ACCOUNTS EXECUTIVE

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## EDUCATION

June 2006-June 2009  
**Lalitha Degree College and PG  
College Osmania University  
Hyderabad**  
*MBA Finance/HR*

## RELEVANT SKILLS

MS Dynamics, Tally, SAP FICO  
Listening skills time management

## Languages

English  
Hindi  
Telugu

## RESUME SUMMARY

To work for an organization which will help in value addition and serves as a springboard to move ahead in my career by providing me interesting career opportunities and harness the best of my caliber.

## PROFESSIONAL EXPERIENCE

April 2019- 2023  
**SR Accountant**

*Cronus Pharma Specialties Private Limited –  
Hyderabad*

- Account Payables in ERP (P2P)- Microsoft Dynamic AX 2012 & Tally ERP9
- Preparation & Maintaining Books of Accounts
- Vendor invoicing posting
- Vendor Payment Preparation & Mail Confirmation
- Tax Setup (TDS & GST)
- Bank Payments, Vendor's, and Ledger's Creation & Reconciliation
- Diagnose and troubleshoot technical issues of GRN (Goods Receipt Number) and Invoice post in AX
- Properly escalate unresolved issues to appropriate internal teams

July 2015– April 2019  
**Support officer**

*CPMT, Reliance General Insurance - Hyderabad*

- Hcs Updation for hospitals
- Creating vendor code to hospitals
- Dashboard, reports, summary

May 2013 - October 2014

**Process Associate**

*Axis Bank Ltd – Hyderabad*

- Issuance of Letter of Credit,
- Creation of Swift messages MT700, MT410, and MT110, MT103, MT202
- Lodgment of Export documents presented under documentary credit
- Lodgment and Acceptance of Import Collection Bill Payment of Advance Remittance against imports.