# CURRICULUM VITAE CA Naga Saranya Yenikapalli

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# SUMMARY PROFILE:

Chartered Accountant and Post Graduate diploma in Financial management with Bachelor’s degree in Commerce having overall **14+ yrs** of experience. **10+ years** of Post Qualification in different **Finance & Accounts Domains** with various companies and **three and half** years of Internship with **M/s.Divakara Sarma & Co.,**. Currently working with **The New India Assurance Company Limited** as a **Assistant Manager Finance** and managing a **team size of 18 people**. Certified **Fellow of Insurance Institute of India** (FIII).Started my **CPA** Journey in 2023.

# CAREER OBJECTIVE

To work in a **challenging & dynamic** environment, which provide an opportunity for **constant learning**

and to **demonstrate the skills** thereby adding value to the organization.

# STRENGTHS

* Achievement oriented with an ability to manage change with ease.
* Strong interpersonal, learning and organizing skills.
* Ability to manage stress, time and people effectively.
* Positive attitude, enthusiastic, proactive and assertive.

# EMPLOYMENT DETAILS

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| **Current Employer** | Current Designation | Previous Designation |
| **The New India Assurance Company Limited** | **Assistant Manager Finance and Accounts** | **Administrative Officer- Specialist Finance** |
| Year of Experience | Sep 20 to present | Jun’14 to Aug’20 |
| Work Experience | * **Budgeting and Forecasting**  of company’s revenue, costs, Claims and cash flow * Product training for **retail products** newly introduced in Health, Overseas , and less focused profitable Products like Workmen Compensation to Agent Masses on a monthly basis and motivating them * **Claim Outflow** Analysis (incl. Long Outstanding TP/Disputed)– Actual Outflows vs Provisioned. * **Drive** towards improving the Margins by negotiation with the Intermediaries and the Clients. * **MIS reporting** & analyzing the variances on **Monthly Basis** * Setting up the **Internal Controls for new processes/activities** to have fool proof system**.**   Monitoring the **Compliance of Tax laws (GST** Assessments, CAG Audits, GST notices, etc.**)**   * Presentation of **Monthly Variance Analysis** to **Regional and Central** Management Teams * Preparation of **Financials Statement**s of Regional Office * Monitoring Regional Office/Divisional Office/Branch Office **compliances** * Liasing with **Auditors** for completion of Regional and Branch Office Audit * Work Closely with **Tax Team** w.r.t Advance Tax Calculations, Tax Audit, GST   Refunds, Tax Assessments.   * **Ensuring** payables/receivables of all the Operating Offices are paid/collected as per terms including the hygiene of the balance sheet GL’s. * Good Knowledge and Understanding of P&C (**Property and Casuality**) Insurance , Group health Insurance. Member of **Regional Claims Committee** for settlement of LOP and ALOP (Advance Loss of Profits) Claims, for settlement of claims above 1 crore. | * **Budgeting and Forecasting** the Regional office revenue, costs, Claims and cash flow * Analyzing the **Budget/Forecast vs. Actuals** * **MIS reporting** & analyzing the variances on **Monthly Basis** * Presentation of **Monthly Variance Analysis** to **Regional and Central** Management Teams * Support the **IT Team** in finalizing the quotation of **Premium** for **New Tenders** including review of costs (in view of IBNR, Risk assessment, Surveyour Reports .). * I/C Role for **Handling Payroll** for 600+ employees, Individual Taxation,Calculation of PF, Gratuity on Retirement,Calculation of Taxation on Leave Encashment , Issuing Form 16 for Current and Retired Employees with all necessary Modifications. * Liasing with **Auditors** for completion of Regional and Branch Office Audit * Member of Support team for implementation of GST in the company across 31 Regional Offices. * Member of team in designing Reco Procedures for GST Inputs during the initial days of implementation. * Work Closely with **Tax Team** w.r.t Advance Tax Calculations, Tax Audit, GST   Refunds, Tax Assessments.   * Support the consolidation team at Central Accounts for preparation of **Financials** * **Ensuring** that **Delegation Of Authority (DOA)** is followed across our Regional Office * Work closely with **all functions** and ensure **alignment** of Management Strategy |

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| Previous Employer | **Eastern Condiments Private Limited (Factory division)** |
| Location | Guntur , Andhra Pradesh |
| Designation | Senior Executive – Controlling,Finance and Accounts |
| Years of Experience | Feb’13 to Jun’14 |
| Work Experience | * **Plant result reporting** overall and product wise every month. * **Budget monitoring and analysis** as compared to plan and current forecast. * **MIS reporting** & analyzing the variances. * Monthly **Current Forecast** of Plant result, Turnover and Cost for the entire year * Core Team Member **for Automations/Process Improvements.** * Responsible for preparation of various reports such as **Turnover, Cost of production, Cost of sales** and **Cost variances.** * **Cost controller** for human resources and quality dept. * **Business plan cost planning**, budgeting and cost computation for shared services across various business divisions * Leading the Project **“Optimization** of site running costs” * **Presentations to Plant Management** on various key topics such as receivables, budgets, personnel count, cost per piece, etc. * Liaising with **Auditors** |
| Key Achievements during Work Experience | * **Redesigning the financial reporting structure in system for the changes required by the IFRS 17 and IRDAI** * **Core Member in implementation committee of IFRS in Oracle Financials.** * **Automated a manual excel based Pricing sheet for Property and Contractors all risk and Workmens Compensation Policies that was time consuming and error prone, resulting in timely and accurate financial statement preparation.** * **Core Team member for the unit finance in implementation of the FI & PS module in Oracle Financials.** * **Played a key role in establishing a monthly MIS for the centralised business structure in the Regional Office.** * **Rated “OUTSTANDING” in the performance appraisal for the last 8 years** |

**ARTICLESHIP EXPERIENCE**

Period : 01st May 2007 to 31st December 2011

Organization : **M/s Divakara Sarma & Co.,**

* Strong work experience in handling Statutory Audit and Income Tax Audit assignments of both private and public listed entities.
* Worked as a team leader in areas of planning, supervising and finalization of audit assignments and co-ordination with the clients.
* Audited Companies include Cold Storages in and around Guntur, Asia’s Biggest Mirchi Yard Audit, etc.

# EDUCATIONAL QUALIFICATION

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| **Particulars** | **Year of passing** | **University/Board** | **Percentage of marks** |
| CA | 2012 | The Institute of Chartered Accountants of India | 51% |
| PGDFM | 2011 | IGNOU | 65% |
| B.Com | 2009 | Acharya Nagarjuna University, AP | 75% |

**COMPUTER PROFICIENCY**

* + Well versed with applications such as MS word, MS Excel, Power Point
  + Working knowledge in Oracle Financials, Tally and Various Customized Packages.

# OTHER ACHIEVEMENTS

* + Got Best GST Implementation practices Award among the 31 Regional Offices of New India
  + Secured State Government Prathiba Award for Intermediate Public Examination.
  + Stood as Second best participant in public speaking competition conducted by ICAI
  + School People Leader (SPL) in school days.
  + Got Merit Certificate for Tally Course Completion from Aptech Computer Education

# PERSONAL INFORMATION

Date of Birth : 24th July, 1989

Gender : Female

Marital Status : Married

Languages Known (read, write & speak) : English, Hindi and Telugu Languages known (speak) : Kannada

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