**SWETHA LAKKARAJU**

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**Seeking senior level assignments in Accounts & Finance with a high growth oriented organization.**

**Key Skills:** Accounts Payable, Accounts Receivable, GL Reconciliation, Month end, quarter end and year end closing activities, Intercompany Reconciliation, Budgeting & Forecasting, Variance Analysis, Reclass entries, Provision for bad debts, Vendor & Customer Reconciliation.

**Professional Synopsis**

* 12+years of experience in Accounts, PMO, Financial Analysis, Documentation & MIS.
* Proficient in managing activities involving preparation of bills & invoices, cash flow statement, working capital management and generating MIS reports.
* Expertise in designing systems & procedures and contributing towards improved financial performance, heightened productivity and enhanced internal controls.
* Excellent communication skills, honed with the ability to liaise with all the levels of the management.

**Career Highlights**

**Sep’22 to Present: Datafrond Pvt. Ltd.**

**Key Result Areas**

*Collaboration and Documentation:*

* Go through the process documents created by the team and try to understand and review the same for clarity.
* Gain hands on knowledge about the tools Jira and Confluence to help the team utilize them in a better way.
* Drive the team to maintain documents for every process and task performed.
* Encourage the team to send a daily status update of all the tasks performed.
* Touch base with the team on a regular basis to know their concerns and issues faced and take the same forward to the management team.
* Review current structure of business procedures in Confluence, recommend a better structured approach and guidance on where to create new procedures, templates / framework to develop procedures in confluence.
* Eliminate SharePoint repository for business procedures, establish a formal change control procedure for business procedures that involves employee training and tracking for each of the business procedures - ensure compliance and business procedure training reports for each employee.

*Employee Skills Development & Performance:*

* Align skills sets and development plan benchmark using PTC Advanced Partner Program. Need to ensure Professional Development includes both Technical and Personal development (communication, presentation, team collaboration, compliance, and project/ time & work planning)
* Pay per performance, incentives tied to performance and pay rises (per the Indian Standards)

*Communication:*

* Look for a soft skills and communication coach who can visit the office premises and conduct sessions to improve the communication and presentation skills of the team.

*Job Positions, Roles and Hiring:*

* Understand the organizational hierarchy, various positions, roles and responsibilities.
* Set expectations from each role and document the same.
* Pitch in with referrals when there is a need for additional manpower.
* Ensure that the team members are not burdened with additional tasks.

*Payroll, Budget and Finance:*

* Move from spreadsheets to software to maintain the payroll and budget details in a more streamlined manner.
* Formalize salary structures based on published Indian Guidelines.

**Apr’20 to Jun'21: Accenture India Private Limited as Business Operations Specialist**

**Key Result Areas**

* Preparing monthly servicing invoice/billing sheet for the client (3000 FTEs).
* Data collection from MIS team of respective deals, and prepare invoices for various roles as per SOW.
* Coordinating with internal stakeholders/SDL for invoice approvals ensuring timely submission to client.
* Follow up and clarification of client queries for client approval of invoices.
* Updating costs and revenue as per individual purchase order for generating the final invoice.
* Forecasting (tracking financial metrics such as revenue, expense, etc.).
* Monthly collection and compilation of forecast inputs of resource ramp-up and ramp-downs.
* Calculation of payroll cost and non-payroll cost in line with the forecast data, updated in SAP ERP.
* Generate resource trend data with revenue, payroll, non-payroll costs, and margins percentage for respective deals.
* Prepare quarterly pricing/budget report, as per respective deal terms.
* Prepare monthly Financial Analysis and Variance Analysis (Forecast Vs Actuals).
* Support the head finance managers and Directors with monthly forecast and book closing procedure.
* Prepare in-depth and ad-hoc analysis on real-time cost monitoring.
* Monthly reporting responsibilities, such as T&E (Time and expense) reporting along with headcount reconciliation process on a monthly basis.
* Also prepare a report of Travel, meeting and other direct non-payroll charges which are direct keys to drive cost.
* Meeting with Stakeholders every month to take them through the financials of the deal and book closing for the month.

**June’18 to Nov’18: Pactera Technologies India Pvt. Ltd. as Senior Business Operations Specialist**

**Key Result Areas**

* Prepare and Analyze budgets, forecasts and actuals.
* Revenue Accrual and Recognition.
* Prepare and evaluate Pricing Models/Gross Margin Calculation Forms for different projects.
* Analyzing and Interpreting change in profitability of the project based on Time and Expense reports.
* Preparing Financial Decks for all the projects for every Period to present it for Partners and Senior Managers.
* Working on Time & Materials, Fixed Price contracts.
* Coordinated activities to update forecasts periodically and track financial metrics.
* Analyzing Project Portfolio by organizing and consolidating every piece of data regarding proposed and current projects.
* Enter and maintain project budgets and forecast the project financials on monthly basis.
* Update and evaluate the accuracy of the project forecast by assessing actual cost incurred and revenue generated and physical progress achieved for all phases of project.
* Evaluate pricing models using SOWs and send it to partners/project managers.
* Preparing invoices for clients.
* Support Project Managers in contingency and change management.

**Jan’13-Jul’17: Deloitte Consulting Services as Project Controller**

**Key Result Areas**

* Prepare and Analyze budgets, forecasts and actuals.
* Prepare and evaluate Pricing Models for different projects.
* Enforce actual project data collection and weekly accurate estimates.
* Analyzing and Interpreting change in profitability of the project based on Time and Expense reports.
* Preparing Financial Decks for all the projects for every Period to present it for Partners and Senior Managers.
* Working on Time & Materials, Fixed Price contracts.
* Coordinated activities to update forecasts periodically and track financial metrics.
* Analyzing Project Portfolio by organizing and consolidating every piece of data regarding proposed and current projects.
* Enter and maintain project budgets and forecast the project financials at regular intervals.
* Update and evaluate the accuracy of the project forecast by assessing actual cost incurred and physical progress achieved for all phases of project.
* Assists project manager in presentations/reports to the customer/company management.
* Forecast potential gains and losses against the established baseline by program.
* Prepare and Evaluate pricing models using SOWs and send it to partners.
* Invoicing Clients.
* Support Project Manager in contingency and change management.

**Jun’12-Dec’12: Genpact, Hyderabad as Process Developer (Client – Dr. Reddy’s Laboratories Ltd.)**

**Key Result Areas**

*Accounts & Costing*

* Monitoring Bills Payables & Bills Receivables; managing the billing process involving processing of vendors’ bills and generation of bills / invoices.
* Preparing various ledgers and reconciliation statements viz. bank reconciliation, credit reconciliation, etc., for analyzing the accuracy of books of accounts.
* Managing cost management system/ techniques, devising costing of various stages in product development, monitoring various overheads and achieving maximum cost control in operations.
* Creating provision for bad debts and writing off bad debts.

*Documentation & MIS*

* Preparing the periodical reports on Sr. Creditors and Debtors outstanding, payment blocks, GRIR details to all BUs for giving comfort level to BU finance for managing.
* Reporting monthly on status of vendors to buyers to improve the credit period range while making procurement.
* Developing reports of down payments paid to Capital and Non-Capital Vendors and preparing analysis.
* Circulating the provision for bad debts details to the various Business Units.

*Audits*

* Coordinating with financial, internal and SOX auditors for conducting audits.
* Evaluating internal control systems to highlight shortcomings & implementing control measures.
* Conducting periodical analysis on Excise duty and circulation of reports to BU Finance.

**Sep’07-Jun’12: Commenced Career with Dr. Reddy’s Laboratories Ltd., Hyderabad as Senior Finance Executive**

Joined as a Technical Trainee and was promoted as Senior Executive – Finance

**Key Result Areas**

*Accounts & Costing*

* Monitoring Bills Payables & Bills Receivables; managing the billing process involving processing of vendors’ bills and generation of bills / invoices.
* Preparing various ledgers and reconciliation statements viz. bank reconciliation, credit reconciliation, etc., for analyzing the accuracy of books of accounts.
* Managing cost management system/ techniques, devising costing of various stages in product development, monitoring various overheads and achieving maximum cost control in operations.

*Documentation & MIS*

* Preparing the periodical reports on Creditors outstanding, payment blocks, and GRIR details to all BUs for giving comfort level to BU finance for managing.
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* Developing reports of down payments paid to Capital and Non-Capital Vendors and preparing analysis.

*Audits*

* Coordinating with financial, internal and SOX auditors for conducting audits.
* Evaluating internal control systems to highlight shortcomings & implementing control measures.
* Conducting periodical analysis on Excise duty and circulation of reports to BU Finance.

**Notable Accomplishments**

* Recognized as the best performer and received Spot award for commitment and delivering exceptional client service from Deloitte.
* Imparted training to new hired resources in process knowledge and workflow.
* Distinction of being recognized as Process Champion in Dr Reddy’s Laboratories for quality deliverables.
* Initiated a project for a Green Belt (Dr Reddy’s Laboratories) as a Six Sigma Yellow Belt.

**EDUCATION HIGHLIGHTS**

1. MBA (Finance & Marketing) from ICFAI, **Hyderabad**
2. B.Com. from Osmania University

**IT SKILLS**

Application Package : MS Office (MS- word, MS-excel, MS-PowerPoint).

ERP System : SAP – R/3

**CERTIFICATION**

* Cleared NCFM Currency Derivatives Beginner’s Module.

**PERSONAL MINUTIAE**

Date of Birth :5thJanuary 1985

Languages Known : English, Hindi, Tamil and Telugu

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