**SunithaVuddigiri** sunitha.vuddigiri@gmail.com

**+91 9100906458**

**Career Objective:**

A passionate Finance Professional, with 7 years of experience in Accounting Administration and Management, Seeking the position of a financial associate with a view to utilize my credentials and professional experience in a prestigious organization.

**Skill Sets:**

* Comprehensive knowledge of the methods, practices and processes of accounting
* In-depth knowledge of budgeting, financial accounting and generally accepted accounting principles
* Familiar with monthly accounting and month end closing procedures
* Knowledge of Microsoft word processor, spreadsheet, accounting software and the Internet
* Possess excellent interpersonal, communication and organizational skills
* Multitasking skills and has the ability to work in a fast paced working environment
* Crisp and crystal clear at Verbal and Written Communications.
* Highly motivated and ability to handle multiple responsibilities concurrently.
* Recognize for outstanding work ethic, integrity, thoroughness and commitment to work.
* Flexibility to adapt to different work environment and work timings
* Self-starter with drive, initiative and a positive attitude. Able to meet very stringent deadlines and always deliver results, even under pressure.
* Dedicated to exceptional administration service, able to cultivate positive rapport and nurture relationships by offering service beyond expectation.

**Education & Certification**

* + **Master of Financial Management** in Financial Management from Sri Venkateswara University – 2007.
  + **Bachelor of Commerce** from Sri Balaji Mahila Degree College, Tirupathi, affiliated to Sri Venkateswara University – 2005.
  + **Intermediate in Commerce Economics and Civic** from Dwaraka junior college, Tirupati – 2002.
  + **SSC** from Chaitanya High School form Tirupathi – 2000.

**Knowledge Acumen:**

* Accounting Administration and Management
* Bills Payable & receivable
* General Ledger Maintenance
* Day to Day Financial Transactions and Petty cash handling
* Quality Audit Process and Procedure

**Work Experience Summary:**

**JD Sports fashion India LLP.,** Hyderabad (MNC)

07th Nov 2016 still working

Sr. Accountant –(Admin and Accounting Operations).

* Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
* Reconciling processed work by verifying entries and comparing system reports to balances
* Maintains accounting ledgers by verifying and posting account transactions.
* Maintaining historical records, by microfilming and filing documents.
* Paying employees by verifying expense reports and preparing to raise the payments
* Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
* Preparing analyses of accounts and producing monthly reports
* Maintained all files for Accounts Payable.
* Uploading and updating all Bills payable.
* Handling Employee reimbursement claims in Greytp HR Portal.
* Disburses petty cash by recording entry; verifying documentation.
* Handling Employee Health Insurance.
* Reconciles processed work by verifying entries and comparing system reports to balances.
* Handle the tasks of monitoring and tracking obligations and expenditures as well as enter budgetary information on a variety of related spreadsheets.
* Verifies vendor accounts by reconciling monthly statements and related transactions.

**Capital IQ Information Services (India) Pvt Ltd.,** Hyderabad

**14th May 2007 – 24th Mar 2010 (Rejoined) 26th NOV 2012.**

Financial Research Associate

* Retrieve annual reports and financial statements of various companies that are trading in different stock exchanges in US listed at NYSE and in other global stock exchanges.
* To undertake an in-depth analysis of financial disclosure statements of all the listed companies and then process based on our standardized codes and formats.
* Responsible for assurance of Quality of the financial statements processed by our team members.
* As a part of Quality we inspect the errors committed with the ad of software checks kept for the purpose.
* Navigating various analytical reports on FDCA software systems for a bird view analysis.
* Monitoring the integrity of the information supplied to the customer.
* Back end operations working on options and warrants, bank deposits details of all corporate investments
* This will in turn reach the Customer requirements in making a decision to investing on that particular shares basing on recommendations from experts.
* In course, I was promoted as ‘Research Associate’ in the month of January 2009.

**Dhee Vision Pvt. Ltd (Animation & Design. Co).,** Hyderabad

**01th Aug 2010 – 15th Oct 2012**

Sr. Executive – (Event management, Admin Accounts Executive)

* Managed calendar and answered phones for partners.
* Prepared light travel arrangements.
* Communicated with clients over the phone.
* Entered all invoices for payment into the accounting system.
* Processed all cash receipts and prepared bank deposits.
* Received all raw materials and finished goods into the accounting system.
* Maintained daily warehouse inventory counts.
* Maintained all files for A/P, A/R, inventory and purchases.
* Completed special projects and miscellaneous assignments as required.
* Responsible for handling administrative and clerical duties related with the financial management and budgeting of the organization
* Handle the tasks of monitoring and tracking obligations and expenditures as well as enter budgetary information on a variety of related spreadsheets.
* Perform responsibilities of developing financial reports for assigned programs.
* Responsible for supporting program managers in the development and analysis of financial reports, spending plans, and budget analysis.
* Handle the tasks of processing purchase orders, contract and inter-agency agreements, and invoices for payment.
* Perform responsibilities of processing reimbursable agreements with other federal agencies and organizations
* Perform responsibilities of handling full cycle of accounts payable
* Responsible for preparing and maintaining financial statements and invoices in an accurate manner
* Handle the tasks of assisting financial associate in month end with journal entries and reconciliation of balance sheet accounts
* Responsible for updating balance sheet schedule and prepare closing binder for review
* Perform data entry of monthly, quarterly and annual journal entries
* Handle the tasks of recording financial transactions and inter-company billings

**Achievements**

* Participated in one day national seminar regarding capital markets and won first place
* NCFM certified in Capital Market

**Software / Technical Knowledge**

* Proficient in using Microsoft Office Suite (i.e., Word, Excel & Outlook), and good internet/intranet navigation/inquiry skills. Operating System like Windows 98, Windows XP.
* FDCA software systems @ Capital IQ Information Services
* Certified in Tally Graduation – Tally 5.6 Currently working with ERP9

**Hobbies & Interests**

* Traveling, Dance, Online research and browsing

**Personal Details**

* **Date of Birth** :30.11.1984
* **Marital Status** : Married
* **Father’s Name** : Mr. V. Prakasham
* **Nationality** : Indian
* **Languages Known** : English, Hindi, Telugu and Tamil.
* **Passport** : Yes (No. G3219760)

**References**

* Available upon request