### CHAITHANYA NAMBURI

**Mobile**: +91 7780212224 **Email:**  chaituammu1@gmail.com

**Career Objective**

To associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to my overall growth as an individual.

**CURRENT WORK EXPERIENCE**

Working as a Financial Associate in General Ledger R2R process in **HP Computing and Printing System India Private Ltd (HPI)** Bangalore. From April 2018 till present.

 Key Responsibility Areas:

* Responsible in preparation & posting of journal entries for recognizing income from Deferred revenues and Ensures that short term & long term revenues are performed accurately as per the AFM policy & US GAAP.
* Posting adjustment entries received from the client i.e., Revenue deferrals, Revenue recognition, re-class entries related to cost centers, functional areas, profit center with in turnaround time.
* Responsible in preparation of balance sheet reconciliations on monthly basis and follow up with the customers on any reconciling items that needs to be cleared on time and ensure with zero escalatables.
* Proficient in preparation of Sub ledger reporting’s for deferred revenue GL accounts.
* Facilitate substantive audit and control testing by internal and external auditors and answering the audit quires with in the TAT.
* Responsible in preparation of reports for Unbilled transactions and reporting them to stakeholders on monthly basis and posting the accrual JVs per aging balance.
* Responsible in preparation and submitting of Balance sheet review (BSR) analysis to stake holders for deferred revenue accounting process.
* Maintain and prepare (Sox R3) internal Sarbanes-Oxley documentation for revenue recognition and support internal audits of related controls.
* Reporting any variances and P&L impacts arrived as part of reconciliations to stake holders and clearing the same by working with Business team.

**Career Highlights**

**Account Assistant in M/S. Vinod Kumar Reddy & co., Chartered Accountant**

As Account Assistant completed a short-term practical training workshop in  **M/S. Vinod Kumar Reddy & Co., Chartered Accountant. (June 2017 to Jan 2018)**

* Tally ERP 9.
* Advanced Excel (Vlookup,Hlookup,sumif, countif,countifs,sumifs, Datavalidation,Choose,Index,Match,

Pivot Table, Pivot charts, consolidate shortcut keys).

* GST Registrations.
* Verification of Purchase and sales invoices.
* Knowledge on GSTR-1 , GSTR-2,2A and GSTR3B.

**Academics**

* **M.B.A** (Master of Business Administration) SIETK, Putter: 2016
* **B.B.M** (Bachelor of Business Administration) Sri Srinivasa Degree College, Madanapalli: 2014

**Skills and Attributes**

* Proficient in Tally overall Accounting entries
* MS Office, Proficient in Advance Excel
* Good communication skills, Interpersonal skills and Positive attitude.
* SAP (JV Posting and Reports)

**Personal Details**

Father’s Name : Mallikarjuna naidu N

Date of Birth : 13/06/1994

Nationality : Indian

Sex : Female

Hobbies : Reading Books, cooking, watching TV

Languages Known : English and Telugu

**Place: Bangalore Yours faithfully**

**Date: Chaithanya Namburi**