

## RESUME

**Swathi Kamireddy**

Email: [Kamireddyswathi04@gmail.com](mailto:Kamireddyswathi04@gmail.com)

Mob No: 7204718272, 9440770035

### **OBJECTIVE**

To obtain a challenging position in a professional technology- driven organisation of reputed that would best utilize my acquired knowledge as a **SAP FICO Functional Consultant**. I look forward to use my skills to help my organisation achieve its objectives and bring in continuous growth and complement my professional growth.

### **SAP FI/CO SKILLS:-**

- ❖ **FI-GL:** Configuring and Customizing of enterprise structure, Financial Accounting global settings, General ledger Accounting.
- ❖ Tolerance group for Employees, customer/ vendors and GL Tolerance group.
- ❖ Creating sample documents, Hold Documents, Parking Documents.
- ❖ Posting of Reversal Documents- Individual Reversal, Mass Reversal, Reverse of Reversals, GL outgoing payments and GL incoming payments, foreign currency posting.
- ❖ **Accounts Payable:** Configuring and Customizing Vendor A/c group vendor master data, Automatic payment program, House Bank Customization and Check Management.
- ❖ **Accounts Receivable:** Configuring and Customizing Customer A/C group, Customer master data, Configuring dunning areas and dunning procedure.
- ❖ **TAX:** CIN, Input tax, output tax, Withholding tax.
- ❖ **Assets Accounting:** Configuring and Customization of Assets, Maintained Asset Master data- Acquisitions, Retirements, transfers, Revaluation of Assets and Depreciation Run.
- ❖ **Integration:** FI Integration with MM.  
FI Integration with SD.

### **TECHNICAL SKILLS:-**

**ERP Package** : SAP R/3- ECC6.0

**Packages** : MS.office , Tally 9.0, CA Dashboard, Apartment Adda, QuickBooks.

**Non SAP EXPERIENCE:**

Worked with Vishnu Rajendran & Co, Chartered Accountancy firm since March 2013 to March 2016 as an Articled Assistant.

**Contribution:**

- Verification of Petty cash book on daily basis.
- General Ledger Reconciliation.
- Preparation of Summary Receipts & Payment statement along with breakup of Income & Expenditure on monthly basis.
- Verification of secure/unsecure loans with interest calculation.
- Verification of Bank Reconciliation statements on monthly basis.
- Auditing client's all General ledger accounts, Sales Register, Purchase Register, Fixed Asset register.
- Preparation of Computation of Income Tax of Business, Firms and Individuals.
- Preparation of Financial Statements to Companies.
- Preparation of Balance Sheet, Profit and loss Account of Firms & Individuals.
- Income Tax return filings of Companies, Firms & Individuals.
- Service Tax and TDS return filings to Companies & Individuals.

**ACADEMIC QUALIFICATION**

Name of Course	Board/University	Year of passing	Percentage
Intermediate	Institute of Cost Accountants of India (ICAI)	Nov 2012	52%
CA IPCC	Institute of Chartered Accountants of India (ICAI)	Nov 2012	53%
B.Com (Correspondence)	Nagarjuna University	May 2013	62%
Intermediate	Board of Intermediate Education AP	2010	87%
S.S.C	Board of Secondary Education, A.P	2008	82%

- Pursuing MBA from Institute of Distance Education Madras University.
- SAP FICO Certificate holder from Ria Institute, Bangalore.

## **PERSONAL DETAILS**

Father's Name : K. Ramachandra Reddy  
Date of Birth : 05/07/1993  
Marital Status : Single  
Languages Known : Telugu, English  
Nationality : Indian  
Permanent Address: H.No- 12/84,  
                         IRC Complex, Reddy Nagar,  
                         Porumamilla, Kadapa (dt)  
                         Andhra Pradesh- 516193

## **DECLARATION**

I hereby declare that all the information and particulars given above are true to the best of my knowledge.

Place: Bangalore

Date :

Swathi Kamireddy