Curriculum Vitae

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**Key Strengths**

* Good interpersonal & leadership skills, capable of handling a qualified team.
* Ability to plan, implement and complete tasks independently and on time.
* Attention to detail and high level of accuracy & guard confidential information sensitively.
* Proficiency in computers. Comfortable using MS office and other accounting packages. Computer savvy with the ability to find improvised solutions.
* Good understanding about compliances and can build the capacities of staff & partners.

**Education**

* B.Com, Kakatiya University, 2000.
* M.Com, Osmania University, 2002.
* Executive MBA, ICFAI University, 2017.

**Technical Skills and participated in trainings.**

1. Knowledge on SAP – FICO module and Lawson accounting software.
2. Accounting Packages – Tally.ERP (Expert & trainer), Great Plains, Focus, Wings, Ex-Next Generation, Busy, Lawson.
3. Participated in a training on FCRA & Income Tax Act conducted by FMSF
4. Attended training for diploma in IFRS conducted by KPMG
5. Typewriting Higher

# Professional Experience 1 ;

**Designation :** Sr.Manager – Finance & Operations

**Organization :** JPAL SA at IFMR (Institute for Financial Management

and Research) (<https://www.povertyactionlab.org/south-asia>)

**Period :** January 2016 to Present

# Professional Experience 2 ;

**Designation :** Manager – Finance & Administration

Additional responsibility: Manager – Procurement

**Organization :** Population Services International, India (PSI)

(<http://www.psi.org.in/psiindia/> )

**Period :** March 2015 to December 2015

# Professional Experience 3 ;

**Designation :** Accounts Officer

**Organization :** Micronutrient Initiative India (Nutrition International)

(<https://www.nutritionintl.org/in-the-world/asia/india/>)

**Period :**  June 2013 to March 2015

# Professional Experience 4 ;

**Designation :** Finance and Accounts Officer

Additional responsibility: Administration In-charge

**Organization :** India HIV / AIDS Alliance (<http://www.allianceindia.org/>)

**Period :**  Nov 2007 to May 2013

# Professional Experience 5 ;

**Designation : Finance Officer**

**Organization :** Hindustan Latex Family Planning Promotion Trust (HLFPPT) (<http://www.hlfppt.org/>)

**Period :** September 2004 to October 2007

# Professional Experience 6 ;

**Designation : Accounts Executive**.

**Organization :** NORTHEAST BROKING SERVICES LIMITED

**(**[https://www.**northeastltd**.com](https://www.northeastltd.com))

**Period :** September 2000 to August 2004

**Accomplishments;**

**Team & Project management:** Managed resources to meet operational efficiency parameter on support; both administrative and financial to projects, co-workers and partners. Coach, developed and supported the reporting team members and other staff members as required and developed and managed effective processes and tool to enhance the organizational administrative and financial grant/support processes and trouble shooting.

**Finance**: Supported in developing proposals by preparing cost effective budgets considering donor compliances, planned successful cash flow, budget narrative, negotiated for overheads, realigned budgets, supervised review grant contract for obligations risks, frequently monitored, analyzed and Responsible for grant close out process.

**Accounts & Operations:** Provided guidance & direction for quality accounting, timely closure of request, ensured donor & organization compliances, ensured charging as per time sheet, budget & cost shared sensibly, ensured successful monthly closure, submitted reports to team/stake holders, raised invoices to donor, followed up for receipts, successfully payments made on time on receipt of deliverables / documents after statutory deductions and reconciliations.

**Donor Reporting & MIS;** Accuratelyreportedto donors in prescribed templates without overrule, negotiated with donors, ensured monthly financial reports coherent, of a consistent high quality, developed & implement systems and monthly MIS that helped to identify potential risk, financial and operational and present risk mitigation strategies and plans to the senior leadership and provided info/reports for donor visits.

**Audit & compliances;** Point person during internal / statutory / donor audits,provided replies for audit responses, familiar with FCRA Act 2010, Income Tax Act, Society Reg. Act and GST and donor compliances.

**Administration**: Supervised admin staff to upkeep vendor data, procurements, maintenance of office, statutory obligations, fixed asset register, inventory, travel and accommodation arrangements, logistics for trainings/meetings, leases, vehicles, utilities, security, house-keeping, front office management, receipt/dispatch of mail, etc. and setup of new project office as per project requirement and complete the formalities during the closure of locations.

**PERSONAL DETAILS:**

Name : Srinivasa Rao Mittapally

Date of Birth : May 2, 1980

Marital Status : Married

Languages Known : Telugu, English and Hindi