Resume-Mahender Darapu

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Domain – Finance & Accounts

*‘4+ years of experience in Client servicing / Expertise in Account Payables, Reconciliation process*

*& Financial Accounting and Inventory Management*

CAREER OBJECTIVE

A challenging and innovative job in a organization with exposure that provides opportunities to work with lot of room to grow and to deliver more than expectation of the organization and to have symbiotic relationship between the organization and myself. I aspire to be one of the best in my profession.

PROFILE

Dynamic and accomplished professional with extensive experience in Core Accounting.

Possess significant experience in handling activities pertaining to Accounts Payable, Payments Process Bank reconciliation, Credit Card reconciliation, General Accounting and Inventory Management. Skilled in handling the overall accounts up to finalization.

Energetic, Self motivated, Believe in team work, Effective in high stress and fast paced environment, Analytical attitude, Sincere, Smart working and Result oriented.

ORGANISATIONAL EXPERIENCE

CAREER EMPLOYMENT:

EXPERIENCE IN GENPACT:-

Joined in Genpact on 15thDec 2014 since working as Process Developer in Banks and Payments Team.

I was part of Onsite Team and Transitioned Bank process of AHOLD business from Europe to India. Successfully handling 16 Banks Statement Booking and Reconciliation of different Accounts related business.

* Operating people soft with good knowledge
* Successfully completed on site transition of Bank & Payments Process and stabilized the process within short period.
* Find the Journal Errors and post it to Correct Accounts.
* If any Un reconciled transaction found in daily report I need to research and post it to correct Account.
* Take caring of all the Periodical and Quarter close Activities related to Bank Team.
* Preparing Specifications for different GL Accounts at the time of Period and Quarter Close.
* Maintains accurate and high level of efficiency within the department.
* Reviews bank accounts, checks balances against ledger amounts and verifies that the amounts match with the financial statement like asset, liability, expenses and revenues.
* Reconciles assigned cash GL accounts on a monthly basis with minimum supervision.
* Maintains proper record of file bank statements, notices, reports and other supporting documentation.
* Preparing Specifications for different GL Accounts at the time of Period and Quarter Close.
* Daily Credit card reconciliation of different stores.
* Comparing Bank Credit card Balance with credit card sales.
* Analyzing the credit card fees of different cards.
* Preparing payment runs.
* Preparing daily supplier payment runs in multiple currencies.
* Processing all refunds.
* Keeping track of all orders.
* Reversing and re-classing journal entries.
* Dealing with payment rejections.
* Helping out with accruals and the prepayments of expenses.
* Maintaining production, time, leave trackers on daily basis.
* Invented new lean ideas for process development.
* Received best employee award in the short period of time.
* Received Bronze Award towards Stabilization of new process which I have transitioned from Poland.

EXPERIENCE IN INPHOT SYSTEMS:-

Joined in Inphot Systems Pvt Ltdon June2012 to Dec 13th 2014, Working as Accounting Executive.

Company Profile: -M/S *Inphot SystemsPvt Ltd*isa small privately held company that supports back office operations for Retail business, IT consulting and Optoelectronics industries in USA.

Accounts Payable:-

* Responsible for all Accounts Payable processes.
* Ensured input and timely payment of all vendor invoices.
* Collecting all invoices and obtaining approval for payment.
* Maintaining vendor files. Raising and tracking invoices.
* Checking the filing of invoices.
* Checking the accuracy of figures and calculations.
* Recording all cash activity on a daily basis.
* Ensure retail sales and payments are recorded accurately in the general ledger.
* Reconciliation of cash and credit card receivable accounts.
* Monitoring and preparing, maintaining and updating inventory reconciliation.
* Verified Cost, allowances, payments terms and prepared shortage/excess reports.
* Tracked and researched stock transfers.
* Handled incoming calls for vendor inquiries and resolved invoice discrepancies.
* Managed physical inventory process and payroll allocation.
* Entrusted with managing and maintaining company’s online banking and bank balance.
* Reviewed vendor statements and purchase orders, investigated and resolved open issues.
* Releasing the vendor payments and updating/entering/accounting the vendor bills and preparation of outstanding payable statements, monthly, and quarterly
* Accounting of Accounts Payable and Accounts Receivable Transactions and Reconciliation Process.
* Timely payment of all leases, vendors, insurance payments and other obligations.
* Maintain daily records of cash receipts and disbursements including preparation of receipt payments and general journal vouchers, and preparation of cheques for signatures.
* Recording regular transactions in Quick Books.
* Making journal entries, checking debit and credit accounting details.
* Analyzing accounts on monthly basis and preparing detailed reconciliations.
* Preparing the weekly supplier payment list.

**PREVIOUSEMPLOYMENT:-**

**M/S *Sudhakar Reddy& co Chartered Accountants***as AuditAssistant fromSept2011 to May2012, Reporting to Accounts Managing partner.

Company Profile: - M/S *Sudhakar Reddy & co*is one of the major specialists in the Delivery of high scale Professional, Advisory and Consulting Services.Expertised in providing services in the areas of Accounting, Auditing, Taxation and Company Law Matters.

Job Profile: -

* Vouching and Verification of Sales & Purchase Registers.
* Vouching and Verification of Cash and Bank books.
* Supervision and maintaining statutory books of Accounts, general ledger, Compliances at month end and preparation of monthly Returns.

ACADEMIC CREDENTIALS

* M.com from Osmania University. With 64% of Marks.
* B.Com from Osmania University. With 61.22% of Marks.
* Intermediate from A.P.Residential Junior College, Nalgonda,with 66% of Marks.
* S.S.C. from A.P.Residential School, Bellampally with 73% of Marks.

COMPUTER LITERACY

* Working Knowledge of MS-Windows, MS-Office, Emails& Internet applications.
* Working Knowledge of Quick Books, ADP Payroll.
* Working Knowledge Micro Soft Dynamic Retail Management.
* Working Knowledge of People Soft 9.1 and 9.2

PERSONAL DOSSIER

* Date of birth : 10th June 1988
* Nationality : Indian
* Marital Status : Married
* Languages known : English, Hindi and Telugu
* Pass Port No : K0663701.

The details and information provided above is right up to the best of my knowledge and belief. I assure My Service to your Organization would be made remarkable by best use of my knowledge and caliber.

Date:

Place: HYDERABAD (MahenderDarapu)