***RESUME***

**BUSETTY VENKATA RAMANA**

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Objective:

Seeking a responsible position to utilize my skills and abilities in areas of Budgeting & variances, Management information system, internal audit, financial reporting which offers a professional growth & growth of organization with creative freedom, scientific approach and practical challenges.

**Professional profile**

#### A rich dynamic professional experience in the field of Accounting , Budget , Profit & loss, Balance sheet, expertise in field of Auditing, taxation, managerial experience in the areas of Accounting Management, liaison with Banks, inventory Audit, Assets Audit, Payroll Audit and Compliance, Budget variances, working capital, Internal Audit, Service Tax Audit, Knowledge in Indian GAAP, Management information Systems (MIS) and Financial Reporting. Possess excellent knowledge in perspective to an accounting and auditing environment. Good knowledge of Information Technology. Possess excellent analytical, communication and learning abilities. a coherent team player, team approach to implements best practices to achieve business excellence,

**Educational Qualifications**

Post Graduate Diploma in Finance Management (MBA)

Welingkar Institute of Management development & Research, Matunga, Mumbai

Post Graduate Diploma in Computer Applications

NIIT, Mumbai

B.Sc

Sri Venkateswar University, Tirupathi

**Proficiency in Computers**

* MS-office- Excel, Word, Power point, Access, Internet
* Having good experience in using the VLOOKUP, Pivot Table, If clauses etc., in Excel
* Tally 9 V, Citrix, People soft – (AR,AP, AM Modules), Testing of billing activities
* Express software system (2.9 version), special package for port logistics & GAP analysis

**Areas of Expertise**

* Raising invoices to Debtors follow up for the payments, preparation of Ageing reports,
* Bank Reconciliation, Preparation DP statements, Preparation of FFR1, FFR2, Treasury, Buyers credit, Transfer pricing etc.,.
* Management information systems
* Service Tax , Cenvat credit (CVD, Excise Etc) and returns in ST3, statutory audits, Preparing audit schedules (for statutory & tax audits)
* Working Capital calculations, Cash planning & Fixed deposits
* Preparation of Fixed Asset Register, Stock & Asset reconciliation,
* Preparation of salaries, statutory payments & related matters
* Preparation Budgets, budget formulation, variances and implementing systems for control on cost
* Preparation of Trial Balance, preparation of P& L, GL reconciliation
* Working knowledge of ERP such as People soft operations (AR,AP,AM activities), Tally 9.v
* Coordinating with various departments for implementing monitoring the systems & highlighting the revenue leakages and making necessary corrective actions.
* Preparation of financial business model, , preparation of capital budgets etc.,.
* Issue & collecting C forms as per the requirements of VAT, VAT filings, Returns
* Assistance in charge creation of assets with the help of Lawyers, Lender’s Engineer certificates and submitting the same to the bankers to get the Loans
* Coordination with external auditors like E&Y, KPMG in finalization of accounts.
* Creditors & debtors controlling of AIR Bonded trucking division, operations of AIR Bonded trucking division, cost control of AIR Bonded trucking operations etc.
* Leading, training & monitoring the performances of team members to ensure efficiency to meet standards.(achieving the targets, cost controlling in operational expenses,.

**Professional experience (Present experience)**

**M/s. ADD Technologies India Limited.,**

**Designation : Manager ( February 2013 to till date)**

**ADD Technologies India Limited**,

ADD Technologies (India) Limited formerly known as SPML Technologies Ltd. is presently involved in the area of service delivery for government utility organizations and Banks by installing user-friendly 24 hrs x 365 days payment kiosks for collecting payments fees.

Work Profile:

Working at Finance & accounts department at corporate office in Bangalore and reporting to Director, Job responsibilities include:

* Supervision of day to day Accounts, purchasing, Bank Reco and outward Remittance ,
* Working Capital Assessment, term loans, arrangement of Loans
* Raising invoices to Debtors follow up for the payments, preparation of Ageing reports,
* Bank Reconciliation, Preparation Management information systems,
* Conducting statutory audits, service tax returns & Vat returns.
* Preparing audit schedules (for statutory & tax audits)
* Audit of Fixed Asset Register, Stock Audit & Asset reconciliation,
* Budget variances with actual & budgeted figures and implementing systems for control on cost, handling inward and outward remittances.
* Preparation of Balance sheet & preparation of P& L, GL reconciliation

**Achievements:** Received an excellence certificate from management for getting TDS exemption report from income tax department.

**Professional experience ( Past experience)**

**M/s. Organica Aromatics Private Limited.,**

**Designation : Manager ( August 2011 to February 2013)**

**Organica Aromatics Private Limited**, a Flavor & Fragrance Manufacturing industry manufacturing of Aroma products, fragrances & Flavors and Export to the companies like Sabinsa Corp, Clin world etc.,

Work Profile:

Working at Finance & accounts department at corporate office in Bangalore and reporting to President & CFO, Job responsibilities include:

* Supervision of day to day Accounts, Bank Reco & payments of outward Remittance ,
* Raising invoices to Debtors & follow up, preparation of Ageing reports,
* Bank Reconciliation, DP statements, Preparation of FFR1, FFR2, Treasury, liaison with banks.
* Management information systems, Coverage of Export Risk through ECGC, & insurances.
* Conducting statutory audits, internal service tax audit, internal Sales tax audits
* Preparation of Fixed Asset Register, Stock Audit & Asset reconciliation,
* Preparation of Balance sheet & preparation of P& L, GL reconciliation
* Issue & collecting C forms as per the requirements of VAT, VAT filings, Returns

**Achievements:** Received an excellence certificate from management for contribution to get the Loan sanctions from the Bank & closer of excise audits with nil reports.

**Previous experience:**

**M/s. Vikram Logistic Maritime Services Pvt. Ltd.,**

**Designation : Dy General Manager for ( August 2008 to July 2011**

Vikram Logistic Maritime Services Pvt. Ltd, a Logistics industry handling and moving container for the Railways with diversified businesses in yard management, coastal logistics, freight forwarding, ICD, FTWZ, warehousing, Air Bonded Trucking and Express Cargo Business at a total Project cost of Rs.400 Crores.

Work Profile:

Working at Finance & accounts department at corporate office in Bangalore and reporting to Accounts controller, Job responsibilities include:

* Preparation of MIS for all verticals like, Air Bonded trucking, BULK, Transportation, Coastal Logistics, Courier, Freight Forwarding, Rail, ICD, SEZ..
* Preparation of Budgets for Rail Divisions, Freight Forwarding division, ABT division
* Vessel Invoicing, container Billing, Credit Notes
* Opening Letter of credits, making the payments trough Letter of Credit
* Supervision of day to day Accounts, Fixing and Controlling of the site budgets,
* Asset Reconciliation (current assets reconciliation, fixed assets reconciliation )
* Internal audit of AR, AP, GL, statutory compliances, & auditing of Branch Units.
* charge creation of assets with the help of Lawyers, Lender’s Engineer certificates and submitting the same to the bankers to get the Loans
* Preparation of Trial Balance, preparation of P& L, GL reconciliation
* Assisting in preparation of SOP for the company, Internal audit
* Debtors follow up, preparation of Ageing reports,

Achievements:

* Played a key role in assets identifying, creation of unique codes for Assets (branch wise, area wise), creating of files based on the equipment wise, project wise,
* As a team member, Assistance in creation of charge of assets with the help of Lawyers, arranging Lender’s Engineer certificates and submitting the same to the bankers .
* Making AIR Bonded trucking division as profitable venture, introducing the systems & procedures in Bonded trucking division.

**Previous Experience:**

**M/s. Nhava Sheva International Container terminal pvt. Ltd, Dp world, Nhava sheva, N. Mumbai**

**Designation : Executive (January 2008 to July 2008)**

**Designation : Sr. Officer (April 2006 to December 2007)**

Nhava Sheva International Company Ltd is the first private port in India which received the contract for container handling from JNPT on BOOT basis for 30 years in the year of 1997 and presently handling 1.5 Million Teus

Work Profile:

* Ship Vessel Invoicing, container Billing, Credit Notes in coastal logistics & Audits
* Bulk Invoices posting, payment Collections, M.I.S reports
* Importing header & details from express and same has to uploaded in people soft
* Autoamated ledger statements to customers, reconciliation of ledgers, ageing reports
* People soft ware operating (AR Modules, AP Modules, AM Modules)
* Service tax payments, service Tax credit on excise, inputs, Service tax returns & liaison with

Achievements:

* Played a key role in interacting with the operations department, I.T department to install & up gradation of express software from 1V to Express software system (2.9version) before the dead line.

**M/s. ABG Heavy Industries Ltd. Nhava sheva, Navi Mumbai**

**Designation : Asst. Manager ( October 1999 to April 2006)**

**Designation : Officer (1v) ( May 1998 to September 1999)**

**Designation : Office Assistant ( January 1996 to August 1996)**

Work Profile:

* Preparation of Vouchers, Cash, Bank, reconciliation &Maintaining of Ledgers, of ledgers,
* Supervision of day to day Accounts, site budgets, training in Tally & office maintenance
* Administrative Jobs , Leave, full & final settlements, liaison with labour officers
* Preparing of analyzing of M I S Report, Interacting with General Manager other verticals.
* Preparing of salaries Payments to sundry creditors, Controlling of Expenses for every month
* Follow-up of the payments from JNPT
* Maintenance of statutory books according to Labour contract acts.
* Cost expenses controlling equipment wise.

**Academic Projects**

**Post Graduate Diploma in Finance Management (Welingkar Institute of Management)**

**Project Title** : Study on Mutual funds & returns on Mutual funds

Area : Mutual funds in India, Types , Returns, Calculations of NAV.

**Post Graduate Diploma in Computer Applications**

**Project Title** : Study on Using Unique code systems pertaining to Patients in Hospitals

Area : Types of Patients, category of Patients, how tables are interacted.

**Person Details**

* Marital status: Married, dependents 4 members (Father, Wife, Son, Daughter)
* DOB : 29-05-1973
* Languages Known: English, Telugu, Hindi ,Kannda
* Address: No1. Sri Prasantha Nilaya, Rangappa corss, chikka mavalli , Bangalore-4

Place: Bangalore **VENKATA RAMANA BUSETTY**