|  |  |
| --- | --- |
| Sai Vithal Valluri  Manager - F&A  **ㅡ** Career Objective | horizontal line  Flat No. 202, Plot No. 1037, SVR's Rock Residency, Besides ZOLO Co-living, Venkata Ramana Colony, Hafeezpet Village, Hyderabad - 500085  [saivithalvalluri@gmail.com](mailto:*saivithalvalluri@gmail.com)  9603686827  horizontal line  “Highly Motivational, analytical, detail-oriented emerging professional positioned to excel within a challenging position requiring sound knowledge of Accounts, Auditing and Finance.” |
| **ㅡ** Highlights | horizontal line   * Superior Time Management * Expert level Comprehension, reasoning and explanation ability * Research Minded * Innate Leadership Skill * Team Building Ability * Organized * Out of the box thinking |

|  |  |
| --- | --- |
| **ㅡ** Experience **Full-time Work Experience**  **ㅡ**  **Part-time Work Experience**  **ㅡ**  **Freelancing Experience**  (Piecework basis - in free time alone)  **ㅡ**  **Articleship Experience** | horizontal line  **Padmaja Poly Packs Private Limited (Manager - Finance & Accounts)**  September 25, 2019 till Present  Working as Manager - Finance & Accounts. The job responsibilities include:   * Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions * Oversee financial department employees, including financial assistants and accountants * Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary * Track the company's financial status and performance to identify areas for potential improvement * Seek out methods for minimising financial risk to the company * Research and analyse financial reports and market trends * Provide insightful information and expectations to senior executives to aid in long-term and short-term decision making * Review financial data and prepare monthly and annual reports * Present financial reports to board members, stakeholders, executives, and clients in formal meetings * Stay up to date with technological advances and accounting software to be used for financial purposes * Establish and maintain financial policies and procedures for the company * Understand and adhere to financial regulations and legislation * File GST, TDS, TCS, ESI and PF monthly, quarterly and annually returns * Ensure accuracy of accounts and generation of MIS reports.     **Selectsys India Private Limited (Business Accountant)** March 4, 2019 till September 24, 2019  Working as a Business Accountant and handling the end-to-end accounting process of various US based clients. The job responsibilities include:   * Posting entries in the Books using QuickBooks (or) Xero Accounting Packages; * Bank Reconciliation; * Preparation of Financial Statements; * Assisting the Lead Accountant in Accounts Review Meeting with the client; and * Assisting CPAs of the clients by providing the financial statements and necessary clarifications for filing the tax returns. * Speaking to USA team and guiding them in creation of bank synchronization with QuickBooks; * Reviewing accounts before Accounts Review Meeting with the USA Clients; and * Creation of rules for transactions pertaining to the books all the US clients in QuickBooks.  ICA Edu Skills Pvt Ltd (CA Faculty & Placement Officer ) Nov 29, 2017 to June 19, 2018, Hyderabad  ICA Edu Skills Pvt Ltd is a vocational training institute, accredited by National Skill Development Council (Government of India) which is engaged in providing services of training in computerized accounting skills and post-training placement assistance.  I worked as a Trainer at ICA Edu Skills Pvt Ltd, Ameerpet, Hyderabad Branch (Telangana, India) for Subjects of   * Business Accounts, * Advanced Accounts, * Income Tax(India), * Indirect Taxes (India) and * IFRS   Received best faculty award for Q3 of 2017 (for attaining 100% students pass percentage) and also received best placement officer award for achieving 200% of placement target. V Square S Business Development Consultants (Manager - Operations, Finance & Accounts) September 2015 to November 2017, Hyderabad  V Square S Business Development Consultants is a start-up firm which is engaged in acting as a Direct Sourcing Agency for various banks and NBFCs. My responsibilities include but not limited to -   * Maintenance of Books of Accounts in Tally ERP9, * Preparation of Budgets, drafting financials and generating other Management Information Reports, * Assisting the Chartered Accountant in statutory filings and audit; * Assisting Internal Auditors by providing them with the information and explanations required to discharge their responsibilities; * Acting as a Domain Expert in the development of a software ‘Easy Loans’ and helping the IT Team; and * Conversing with the bank officials and making them sanction the DSA.   horizontal line  **Guest Lecturer (Bharathi Degree College, Warangal)**  August 15, 2018 till April 30, 2019, Warangal  Working as a Guest lecturer for B.Com students in subjects of Accounts, Finance and GST  **Lecturer (Capital Degree College, Hyderabad)**  July 28, 2018 till April 30, 2019, Hyderabad  Delivered lectures for the subjects of Logistics Management and Operational Research to BBA - III years students (5th sem). Delivering Lectures for subjects of GST and Commerce Lab for B.Com - III Year students (6th Sem) and also the subject of Business Analytics for BBA - III year students (6th Sem) Zista Training Services India Private Limited (Trainer) June 1, 2018 till April 30, 2019, Hyderabad  Delivering lectures to students in subjects which include:   * Accounting; * Finance; * Taxation (both Direct and Indirect - India); and * SAP (FI/CO) Module   horizontal line  **Nerdy Turtlez (Expert -Finance and Accounts)**  December 4, 2018 till present, Hyderabad  Working as a freelancer for Nerdy Turtlez where I help the students of various countries in completing their academic projects.  **Transtutor (Expert - Finance and Accounts)**  October 7, 2018 till present  Working as a tutor (freelancer) with Transtutor.com  **Chegg (Expert - Q&A Accounts):**  July 23, 2018 till present, Hyderabad  Working as Q&A expert (freelancer) with Chegg.com where I contribute answers to various questions posed by students in the subject mentioned above  **Study.com (Academic Expert - Finance, Accounts & Economics)**  June 20, 2018 till present, Hyderabad  Working as Subject Matter expert (freelancer) with study.com where I contribute answers to various questions posed by students in the subjects mentioned above.  horizontal line M/s Ganesh Prasad Chartered Accountants ( Articled Assistant) Completed my 3 years of articleship (as a part of Practical Training Module of CA Course) with M/s Ganesh Prasad Chartered Accountants, a well reputed firm having branches at Hyderabad, Chennai, Madurai and Coimbatore. During the course of articles I got an immense exposure in areas of Bank Audits, Preparation of Budgets & Forecasts, Analysis and Preparation of Project Feasibility Reports, Bookkeeping,Valuation of Securities and Internal Audit. My Independent Achievements during the period of my articleship:  1. Successfully represented a company during due diligence for proposed amalgamation: I represented a Hyderabad based Geospatial Solutions Company during due diligence conducted by KPMG (one of the Big 4) and Amarchand & Mangaldas & Co., (Leading advocate firm) for its proposed merger with an Australia based International Geospatial Solutions Company giant. During this process I had to look after the following issues -   * Correcting the Accounting inconsistencies and ensuring appropriate application of accounting policies and compliance of Financial Statements with Accounting Standards. * Preparation of Budgets and Forecasts of Operational Results and Future Financial Prospects of the Company * Valuation of Shares of the Company. * Assisting the Due Diligence team with their requirements, offering explanations to their queries and ensuring the compliance with changes suggested by the Team * Acting as Internal Auditor of the Company for 2014-15   My representation turned fruitful and the merger was successful for which the CEO of the Company acclaims my hardwork and dedication  2. Bifurcation of Assets and Liabilities of 2 Public Enterprises between the resulting States as per AP Reorganization Act, 2014 which made me the youngest participant to be able to present papers on chosen model of bifurcation before Honorable Special Committee appointed under AP Reorganization Act, 2014 headed by Mrs. Sheila Bedi (IAS) and won accolades of the Committee for my work.  3. Preparation of Project Feasibility Report and Presentation of the same before the APIIC SEZ Committee for sanction of SEZ land to client for his proposed business.  Further I have also independently dealt with concurrent audits of Andhra Bank, Bank of India, Federal Bank, Vijaya Bank, South Indian Bank, Syndicate Bank, Vijaya Bank and Oriental Bank of Commerce during my tenure as Articled Assistant. I also conducted many stock audits for Andhra Bank and Federal Bank |
| **ㅡ** Education | horizontal line  **CPA -** Pursuing / American Institute of Certified Public Accountants / EduPristine  2019-2020  Expected to be completed by May 2020 B.Com (Computers) / Government Arts College, Rajahmundry2013 - 2018 (distance education mode) Attained an aggregate of 58% CA-IPCC / Institute of Chartered Accountants of IndiaNovember-2012 Attained an aggregate of 59%  Academic Achievements at this level includes attaining 87 marks in Accounts (Group - I) and exemption in Taxation and Auditing & Assurance Intermediate / Sri Medha, Rajahmundry2009-2011 Attained an aggregate of 91.4% SSC / Sri Viswasanthi Day and Residential School, Vuyyuru2008-09 Attained an aggregate of 93% |
| **ㅡ**  **Certifications**  **ㅡ**  **Project Experience**  **ㅡ** Hobbies and Interests **ㅡ**  **ㅡ** | horizontal line  QuickBooks ProAdvisor  QuickBooks ProAdvisor - Advanced  Xero Advisor (General)  Xero Advisor (USA)  Xero Migration  Tally ACE  Microsoft Excel 2016 - Advanced  horizontal line Advanced HR Dashboard and Analytics - Advanced Completed Advanced HR Dashboard and Analytics Training from EDUCBA and was awarded a project completion certificate. Dynamic Heat Map in Microsoft Excel - 2016 Completed the training from EDUCBA and was awarded a project completion certificate  horizontal line  Apart from regular hobbies like playing cricket, reading books and listening to music, I am an **occasional scriptwriter** and wrote many stories, short stories and plays. One such play was acted upon in our College Farewell day that brought me huge applause from the audience during my Intermediate.  horizontal line |

# Languages Telugu - Native

Hindi - Fluent

English - Fluent

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ㅡ** Professional Skills | horizontal line   |  |  | | --- | --- | | GAAP Knowledge (AS and IND AS) | Expert | | Communication | Expert | | Financial Reporting Proficiency | Advanced | | MS Office Suite | Advanced | | Tally ERP | Advanced | | Auditing | Advanced | | Financial Statements Analysis | Advanced | | Securities Analysis | Advanced | | SAP (FI/CO) | Intermediate | | International Financial Reporting Standards (IFRS) | Advanced | | QuickBooks Online | Advanced | | QuickBooks Desktop | Intermediate | | Xero Accounting Software | Intermediate | |