



K SRINIVAS

Finance Executive

Contact

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Address

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Relli Veedhi, Near A.V.N
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Visakhapatnam
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Objective

To seek a challenging position with an organization that welcomes initiative, dedication and demands excellence in consistently meeting business objectives and exceeding standards

Proficiency Skills

Opera - PMS

Orion - Oracle

POS

Talley – ERP9

Ms - Office

Experience (January 2018 –Present)

- Income auditor/Finance executive in The Taj Gateway hotel , Visakhapatnam
- Handling Accounts payable & Accounts receivable, processing invoices by making necessary payments
- Being able to file TDS return, advance tax, GST ,professional tax, handling cash, bank reconciliation, etc
- Performing administrative tasks like filing, data entry, answering phones, replying to emails, processing invoices, updating ledgers, issuing cheque's etc.
- Well versed with updating bank statements narrations, filing invoices and maintaining company books
- Communication with bankers and clients, including visiting banks, CA's, auditors, etc.
- Taking responsibility as an Administrative Executive includes office support activities to facilitate efficient operation of the company.
- Maintain electronic and hard copy filing system and handling requests for information
- Prepare written responses to routine inquires
- Maintain office supply inventories and coordinate maintenance of office equipment
- Dealing with multiple departments for efficient compliance such as IT, GST, PF, etc
- Handling of Petty Cash and reconciliation of cash
- Regular updates of all cash/Bank Transactions. Assist in processing and finalization of accounts.
- Regular Coordination and liaison with Banks from time to time
- Prepare monthly Financial Statements and other management reports.
- Prepare monthly, quarterly and annual statements (balance sheets & income statements)
- Self-driven, motivated and can be able to work with minimum supervision

Achievements

- **Best Employee Award** from General Manager of The Gateway Hotel Secured **1st rank in P.G College**
- Obtained Cash prize in M.B.A for the college topper
- Awarded from School Head Master in SSC

Education

- **M.B.A (Finance & Marketing)** from Andhra University, Visakhapatnam with 72% in April 2016
- **B.Sc (Maths, Statistics, Computers)** from Andhra University with 78% in March 2014

Interests

- Playing guitar
- Gardening
- Teaching