

RESUME

Name : Raju

Mobile: +91 9391550325

Email Id: venkateshraju2019@gmail.com

Career Objectives:

Looking for a challenging role in a reputable organization to utilize my skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the industry.

Professional Experience

- ♦ Having a total of **7** years of experience out of which **4** years of experience as an **SAP FI Record to Report** and **3** years of experience as an **Article Assistant**.
- ♦ Good knowledge of financial accounting.
- ♦ Ability to work independently as well as in team-oriented environments with good organization skills and excellent communication.

KEY SKILLS: Record To Report, Balance Sheet Reconciliation , General Ledger Accounting, Bank Reconciliations, Journal Entries Posting, Depreciation, Books Closer, SAP , MS Office ,Excel, Word, Power Point .

WORK EXPERIENCE

- ♦ Worked as a Process Associates for **Zetaion Systems Pvt. Ltd** from Jun 2020 still now
- ♦ Worked as a CA Article assistant in **KMN&Associates** at Tirupati from Jan-2014 to Jan-2017.

SAP Record to Report experience Roles & Responsibilities

- ♦ Building a good business relationship with clients and resolving any error or supporting a proper manner with full accuracy.
- ♦ Knowledge on p2p cycle in ERP system.
- ♦ Close and open period for SAP like fixed asset, AP,AR,GL modules.
- ♦ Preparing balance sheet reconciliation statements monthly.
- ♦ Preparation of inter company statement and reconciliations.
- ♦ Among Accounts payable, Banking Payments, and Accounts receivables.
- ♦ Preparation of Bank reconciliation and profit and loss account analysis statements.
- ♦ Reclassifying to correct GL's if any are posted to incorrect GLs. perform monthly financial closing activities within the time.

- ❖ Process training and support to new joiners.
- ❖ Building a good business relationship with clients and resolving any error or supporting a proper manner with full accuracy.
- ❖ Knowledge on p2p cycle in ERP system.
- ❖ Close and open period for SAP like fixed asset, AP,AR,GL modules.
- ❖ Preparing balance sheet reconciliation statements monthly.
- ❖ Preparation of inter company statement and reconciliations.
- ❖ Among Accounts payable, Banking Payments, and Accounts receivables.
- ❖ Preparation of Bank reconciliation and profit and loss account analysis statements.
- ❖ Reclassifying to correct GL's if any are posted to incorrect GLs. perform monthly financial closing activities within the time.
- ❖ Process training and support to new joiners.

Article Assistant Report experience Roles & Responsibilities

- ❖ Analysis of draft financial statements including notes to accounts.
- ❖ Ensuring compliance with TDS, and applicable accounting standards.
- ❖ Scrutiny of ledgers, debtors & creditors reconciliation, verification of BRS, and bank/cash balance.
- ❖ GST Registration, Filing under GSTR1,GSTR 3B,GST Reconciliation under.
- ❖ Responsible for book-keeping, file & document maintenance, maintenance of accounts,and finalization of books for audit.
- ❖ Preparation of Form 3CA, 3CB and 3CD.Compliance with various sections of Income Tax Act mentioned in Form 3CD.

Certificates &Appreciations

- ❖ Certificate from the ICAI on Information Technology Training (ITT) and orientation program. Certificate from the ICAI on General Management Skills (GMCES) Certificates.

ACADEMIC BACKGROUND

- ❖ Undergraduate in commerce (B.com) from Dravidian University, Kuppam .

Technical Qualification

- ❖ **Packages: MS Office** (Knowledge of Advance Excel), Winman.
- ❖ **Accounting packages:** Tally ERP, SAP.

PERSONAL PROFILE

- Father's Name : Venkatesh .S
- Date of Birth : 14-07-1993
- Languages Known : English, & Kannada. Telugu
- Permanent address : 6-60, Vedurugutta palli, santhipuram, chittoor , Andhra Pradesh-517423

DECLARATION

I hereby declared that the above-mentioned information is true and accurate to the best of my knowledge.

Date:

Place:

(Raju.C)