

**RESUME**

**Name : Raju.C**

**Mobile: +91 9908814034**

**Email Id: craju191@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 ,etc.

# WORK EXPERIENCE

* Worked as a Process Associates for **Auto Value Systems Pvt. Ltd** from Sep 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.
* Experience on properties accounts.
* 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.
* Knowledge on p2p cycle in ERP system.
* Process training and support to new joiners.



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# 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.

# A C A D E M I C B A C K G R O U N D

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

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# 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)