**CA Inter, MBA A**

**Assistant Finance Manager**

Ongole, Andhra Pradesh

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Email me on Indeed: [indeed.com/r/CA-Inter,-MBA-A/de76ed1a99c33290](https://www.indeed.com/r/CA-Inter,-MBA-A/de76ed1a99c33290)

Having Two Years of experience in the areas of Finance and Accounts, preparation of Financials, cost analysis, MIS Reports.

**Work Experience**

**Assistant Finance Manager**

**Bay area marine and port engineering services Private Limited**

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May 2015 to Present

a. ACCOUNTS& COSTING  
  
\* Responsible for finalization of Accounts and compliance of various Accounting standards.  
  
\* Preparation of Monthly P&L, Balance Sheet of the company.  
  
\* Preparation of various MIS reports to provide feedback to management on financial performance.Viz. Age wise analysis, fund management, administration & profitability.  
  
\* Preparation of budgets and financial forecasting as well as monitoring progress against budget. Controlling expenses in alignment with the set budget and developing monthly expense report.  
  
b. Cash Flow Analysis:  
  
\* Close watch on inflow of funds and scheduling the payments to avoid any uncertain conditions.  
  
c. Accounts Payables:  
  
\* Handling more than 100 suppliers, ensuring data input are correctly coded to credit terms and procedures.  
\* Checking invoices with their P/I, Packing list, B/L and Entering the invoice in the system.  
\* Scheduling & Monitoring PDC's, Trade Finance payments. According to the scheduled payments  
\* Preparation of monthly vendors MIS covering the details as to their ageing based on the invoice booking data, Overdue ageing, weighted age class Wise (Amount range, Vendor class)  
\* Coordinating the Tax Department for timely release of C Forms  
\* Verification of Vendor Invoices before being accounted as to their conformity with purchase order / work order  
\* Processing of Vendor bills for payment release  
\* Ensure on the list of payments made during the month which are not in line with the terms of payment.  
\* Ensure to Providing all the relevant Documents collected during the month to tax team for availing Input tax credit (VAT, ST & Excise)  
\* Tracking the LC's (Letter of credit) issued  
\* Checking the LC (Letter of Credit) acceptance request upon the maturity.  
  
d. Accounts Receivable:  
  
\* Monitoring & Liaison with customer regarding non payments, delayed payments and other irregularities.  
  
\* Monitoring Documents on collection, Acceptance, L/C based on maturity and reviewing, controlling customers credit limit, receivables etc.  
  
e. Bank Reconciliation:  
  
\* Ensuring bank entries are systematically & accurately entered in the system with correct G/L & Cost Code  
\* Reconciling the bank on weekly basis & report to the finance manager.  
  
f. General:  
  
\* Preparation of all aspects of accounting entries, General Ledgers, Monthly closing entries. Ensure  
Reconciliation of all sub ledgers & general ledger is performed on regular basis.  
  
\* Ensuring accurate accounting of transactions and finalizing book of accounts including monthly, quarterly and yearly on time closing of book of accounts.  
  
\* Measuring organizations' function by producing MIS reports on various financial parameters.  
  
g. INDIRECTANDDIRECT TAXES:  
  
\* Appeared before Income Tax Authorities/Service tax authorities.  
\* Ensuring that statutory requirements (Like Filing of returns, payment of Income taxes, VAT/Service Tax/Excise Duty) are complied with in due date.

**Education**

**B.Com in Accounts And Taxation**

**Degree College**

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Nellore, Andhra Pradesh

2015

**Narayana Junior College**

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Nellore, Andhra Pradesh

2012

**S.S.C. in Secondary Education**

**Vivekananda High School**

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Nellore, Andhra Pradesh

2010

**Skills**

Tally (3 years), ENTERPRISE RESOURCE PLANNING (Less than 1 year), MS OFFICE (3 years), Tally (Less than 1 year)

**Additional Information**

TECHINICAL SKILLS  
\* Functional knowledge of Tally ERP.9.0  
\* Functional knowledge of Focus, Tally of latest Versions, MS Office.