

Naveen Reddy K

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Career Abstract

Result driven as a Asst. Finance Manager with good technical skills demonstrated by 7+ years of experience in different positions as Assistant Finance Manager, Audit Manager and Accounts Officer. Expertise in Finalization of Accounts, achieving Auditing targets, Tax Planning and various Tax and Registrar of Companies compliances and, in finalizing the inventory and statutory audit. Motivated by a desire to upscale and enhance towards the market needs.

About Me

I am a friendly person, I work well in a team and also on my own, as I like to set myself goals which I will achieve, and I'm always up for new challenges. I am organized and always plan to make sure that I can manage my time as well. I have good interpersonal skills, willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I adapt well to new environments always being positive and getting the best out of a situation. I'm adventurous and curious and open-minded. My hobbies are trekking, listening to music, playing caroms.

Positions

- Feb 2019 - present: Working with **AWOK Online Services Private Limited** as Assistant Finance Manager, **Reporting to Chief Financial Officer.**
- June 2017 - Feb 2019: Working with **KRIA Health Care Private Limited** as Accounts Executive, **Reporting to Chief Financial Officer**
- Feb 2016 - June 2017: Working with **S L R& Associates, Chartered accountants** as **Audit Manager**
- Jan 2013-Jan 2016: : Working with **Thirupathi & Associates, Chartered accountants** as Accounts Officer
- Dec 2008 - Mar 2012: Working with **Niranjan & Narayan, Chartered accountants** as Article Associate.

Major Audits Handled

Banking:

- Statutory audit of 11 branches of State bank of India
- Concurrent audit of Andhra bank branches for 3 years, Indian Bank and Allahabad Bank
- Bank branches

Service:

- Audit of NIZAM CLUB
- Audit of- Church of South India, Diocese of Dornakal.

Manufacturing:

- Sri Sai Engineering, Partnership Firm, Hyderabad
- Signet Products

Trading:

- Omega Herbal Products Pvt Ltd
- Sahiti trading Corporation, Dealer of Nirma Ltd.
- Tara Group, Hyderabad.
- Lapis Lazuli Labs
- Solvex marketing Pvt Ltd.

Education

- May 2007 - May 2012: Chartered Accountancy (CA-PCC and CA-CPT) in Institute of Chartered Accountants of India.
- Dec 2009 - May 2012: Commerce's Bachelor with Chartered Accountancy

Technical Skills

- Accounting packages (Tally9ERP, Margwin and Focus).
- MS-Office (Word, Excel, and Power point).
- Professional use of Ms-Excel in various scenarios.
- Information Technology Course (ITT) from ICAI.

Personal Details:

- Date of Birth : 14-Apr-1989
- Marital Status : Single
- Linguistic Proficiency: English, Telugu and Hindi
- Address : H.no.1-108, Besides Railway Station, Nekkonda, Warangal(D) Pin.506122

Experience Summary:

AWOK Online Services Private Limited.

Feb 2019 to Present

Designation: Assistant Finance Manager Reporting to Chief Financial Officer.

Contributions:

- Preparation of Financial Reports such as Profit & Loss Account, Balance Sheet and Cash Flow.
- Statement with commentary and follow-up action required.
- Preparation on Monthly and Quarterly accounts, including coordination of all schedules, reconciliation and reporting packages for review
- Coordination of internal and external audit ensure all audit issues are addressed appropriately. Ensure compliance with local laws, business ethics and company internal policies
- Responsible for general ledger, tax and statutory reporting.
- Timely review of monthly reconciliation of bank, Vendor, Customers in general ledger. Ensure all accrual entries, Provisioning and other adjustment entries related to closure of book
- Chart of accounts and other technical accounting and compliance support to business in region
- Fixed asset Management, addition, deletion, retirement and sale of FA, preparation and reconciliation of monthly FA Register.
- Preparation of monthly payroll and reconciliation of related ledgers
- Reporting to CFO, MIS, timely submission of reports, implementation and execution of policies set by management.

KRIA Health Care Private Limited

June 2017 to Feb 2019

Designation: Accounts Executive Reporting to Chief Financial Officer

Contributions:

- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
- Perform routine calculations to produce analyses and reports as requested by the Chief Financial Officer.
- Help oversee and manage individual accounts
- Create, send, and follow up on invoices
- Review and adhere to department budgets
- Collect and enter data for various financial spreadsheets

- Review and audit financial statements and reports, ensure all calculations and data entries are correct
- Reconcile any discrepancies or errors identified by conversing with employees and/or clients
- Filing of TDS and Income Tax, PF, ESI, GST returns
- Report any troubling discoveries or suspicion of wrongdoing to the proper authorities
- Collect information for and prepare payroll payments for employees
- Assist the financial Consultant in creating financial reports on a regular basis
- Adhere to the company's or organization's financial policies and procedures
- Answers question and provided assistance to stakeholders, customers, and clients as needed
- Attend finance department and company-wide meetings, sometimes assisting with financial reporting to managers and senior executives
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions.

S L R& Associates, Chartered accountants

Feb 2016 to June 2017

Designation: Audit Manager

Contributions:

- Identify risks and manage
- Produce reports highlighting issues and providing potential solutions
- Active engagement with senior staff to gain a good understanding of the business
- Supervise, coach and develop junior members of staff within teams
- Ensure compliance with internal (audit methodology and risk management) and external (regulatory) requirements Delivering results and meeting client expectations
- Planning and organizing.
- Analyzing and presenting recommendations

Thirupathi & Associates, Chartered accountants

Jan 2013 to Jan 2016

Designation: Accounts Officer

Contributions:

- Finalization of accounts of Individual Projects and consolidation of project accounts.
- Analyzing and reporting of accounts receivables
- Analyzing and reporting of accounts payables
- Preparation of Vat returns and Service tax returns
- Filing of TDS and Income Tax returns
- Vendor reconciliation.
- Cost records maintenance and verification.
- Preparation of MIS and Budgets.

Niranjan & Narayan, Chartered accountants

Dec 2008 - Mar 2012

Designation: Article Assistant

Contributions:

- Planning and managing audit engagements according to Standards on Auditing (SA) by understanding and assessing the Control systems in entity.
- Providing assistance to clients in relation to preparation of books of accounts.
- Verification and ensuring in time statutory payments
- TDS matters including E-TDS filings and E-filing of annual accounts and returns.