

Rama Krishna Dasari

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Professional Summary:

Motivated and detail-oriented expert with a resolute commitment to excel in a Managerial role within Finance and Accounts. Boasting substantial proficiency in adeptly handling accounts and supervising financial operations, I consistently ensure accuracy and efficiency in all monetary dealings. Enthusiastic to leverage my exceptional analytical skills and strategic acumen to deliver significant contributions that drive organizational growth and success.

Skills:

- Regional Accounts
- Statutory payments Preparation and returns filing
- Accounts Payable and Accounts Receivable
- Trade Agreement Familiarity
- Business Negotiations
- Supplier Auditing
- Documentation

Work Experience:

1. Continental Trans Tech Pvt Ltd, Hyderabad, India

Finance and Accounts Manager – June 2020 to till date

- Successfully prepared invoices in accordance with contractual terms and material supply requirements.
- Improved bank's LC and BG approval process to 1 day, enhancing operational efficiency.
- Skillfully negotiated prices, sales terms, and service agreements, fostering advantageous business relationships.
- Provided accurate quotations, including pricing details, credit terms, and other pertinent specifications.
- Strategically negotiated product and freight prices, minimizing acquisition costs through favorable agreements.
- Maintained meticulous stock records to ensure optimal inventory management.
- Thoroughly verified invoices from subcontractors and creditors, ensuring accuracy and adherence to agreements.
- Led the monthly budget preparation process and managed payment processing.
- Presented detailed reports to senior management, offering valuable insights for informed business decisions and effective planning.
- Collaborated seamlessly with auditors on statutory matters and adeptly responded to notices.
- Demonstrated expertise by successfully completing full-cycle auditing processes and IT return filing.

2. Sree Vidyanikethan Educational Trust, Hyderabad, India

Assistant Manager Finance & Accounts- October 2017 to June 2020

- Actively engaged in day-to-day financial and accounting operations of the company.
- Established effective communication with branch offices to manage income and expenditure recording.
- Skillfully managed payroll operations and generated accurate pay slips for employees.
- Assumed responsibility for meticulous calculation, payment, and filing of statutory requirements, including GST, TDS, PT, PF, and ESI.
- Systematically prepared invoices in alignment with vendor agreements and diligently followed up on receivables.
- Verified the authenticity and accuracy of invoices from creditors and contractors.
- Expertly executed monthly, half-yearly, and quarterly book closings, culminating in the preparation of precise financial reports.

- Established effective liaisons with statutory departments, promptly addressing notices and inquiries.
- Vigilantly monitored cash intake and deposit records, significantly enhancing accuracy and minimizing discrepancies.

3. Bharat Institutions, Hyderabad, India

Senior Accounts Officer- April 2017 to October 2017

- Conducted meticulous audits of day-to-day financial and accounting transactions within the company.
- Established effective liaisons with branch offices to facilitate accounting and auditing processes.
- Actively contributed to monthly meetings, delivering comprehensive explanations of the company's financial status.
- Skillfully prepared budgets for monthly payables, optimizing financial planning and allocation.
- Thoroughly reviewed payroll calculations and pay slips for employees, ensuring accuracy and compliance.
- Executed comprehensive audits of statutory calculations, payments, and return filings.

4. Y-Axis Solutions Pvt Ltd, Hyderabad, India

Team Leader Accounts- June 2013 to April 2017

- Managed payroll, sales commission, and incentives calculations, ensuring accurate pay slip generation for employees.
- Skillfully handled statutory calculations, payments, and return filing, encompassing Service Tax, TDS, PT, PF, and ESI.
- Prepared invoices in alignment with vendor agreements and diligently followed up on receivables.
- Verified the authenticity and accuracy of invoices from creditors and contractors, conducting meticulous reviews.
- Actively participated in departmental audits, liaising with officers to provide necessary information and documents.
- Ensured comprehensive review of balance sheets and profit & loss accounts of branches, guaranteeing accurate transaction recording and reporting in financial statements.
- Achieved liability reduction by meticulously managing tax statements, journal entries, payments, and transfers.
- Strengthened financial operations through thorough bank reconciliations and comprehensive financial reporting.
- Maintained precise account accuracy by conducting monthly check reviews and reconciliations.
- Initiated and maintained accurate and up-to-date financial tracking through computerized recordkeeping systems, utilizing QuickBooks Accounting Software.
- Successfully reconciled accounts, managed audits, and updated financial records with remarkable precision.
- Significantly minimized financial discrepancies by effectively reconciling bank accounts and organizing data within accounting software.

5. Deccan Chronicle Holdings Ltd, Deccan Chargers, Hyderabad, India

Assistant Manager Accounts – April 2011 to June 2013

- Managed comprehensive payroll preparation and processing, ensuring accurate and timely employee compensation.
- Processed payments in accordance with agreements for both Indian and Foreign players, as well as support staff.
- Prepared invoices and diligently followed up on receivables, adhering closely to contractual terms.
- Generated Purchase Orders aligned with agreements and quotations, facilitating streamlined procurement processes.
- Collaborated closely with auditors to facilitate the preparation of Form 15CA and CB.

- Coordinated effectively with vendors to manage inventory based on Purchase Orders and maintained meticulous records.
- Ensured punctual deduction, payment, and return filing for TDS, Service Tax, and Sales Tax.
- Actively liaised with statutory departments, promptly addressing notices and replies to ensure compliance.
- Prepared various reports as per management requirements, providing essential insights for decision-making.
- Conducted thorough reconciliation with vendors and creditors, fostering accurate financial records.

6. Flyington Freighters Pvt Ltd, Hyderabad, India

Accounts Assistant – February 2008 to March 2011

- Expertly managed petty cash and bank payments, ensuring accurate and organized accounting.
- Ensured prompt and accurate deduction, payment, and return filing of TDS and Service Tax.
- Diligently verified and accounted for invoices received from vendors, maintaining financial accuracy.
- Conducted monthly reconciliation of company bank, cash, credit card, and line of credit accounts, ensuring financial integrity.
- Maintained impeccable records by consistently updating accounts payable documentation.
- Efficiently processed payments and documents, including invoices, journal vouchers, and employee reimbursements.
- Conducted meticulous reviews of numbers, postings, and documents to ensure correct entry, completeness, and accuracy.
- Performed various administrative and clerical duties, including word processing, data entry, faxing, and copying.
- Managed weekly check runs and upheld accurate accounting ledgers by meticulously verifying and posting account transactions into the accounting system.
- Actively participated in external auditing processes, contributing to thorough and compliant financial evaluation.

7. RAM Informatics Ltd, Hyderabad, India

Accountant – August 2005 to February 2008

- Skillfully prepared bank payment vouchers and meticulously managed associated accounting tasks.
- Effectively executed daily cash transactions and maintained accurate financial records.
- Conducted precise preparation of bank and cash reconciliations, ensuring financial accuracy.
- Established efficient liaisons with branches for managing petty cash expenses, vendor bills, and monthly bills.
- Coordinated seamlessly with vendors for invoice processing and accounting procedures.
- Expertly calculated and prepared TDS, PT, and Service Tax calculations, ensuring compliance with statutory requirements.

Education

- **M.Com** (Master's Degree in Commerce from Osmania University)
- **B.Com** (Bachelors Degree in Commerce from Kakatiya University)

Place: Hyderabad

Date:

D. Rama Krishna