**Apparao Boda**

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Seeking assignments in Accounts/Finance with a growth-oriented organization.

**Highlights:**  
∎ Payroll experience ∎ Budget analysis  
∎ Vendor coordination ∎ AP/AR reconciliations  
∎ Database management ∎ Team cooperation  
∎ Analytical reasoning ∎ Bank reconciliation statement   
∎ Invoicing in QuickBooks ∎ Proficient in MS Office Suite & QuickBooks

**Experience:**

**Current** –Finance/Accounts Executive **(Advantage One Technologies & Consulting Pvt Ltd part of Axius Technologies Inc)** 03/2019 – till date.

**Roles and responsibilities:**

* Vendor data maintain in spreadsheet
* Vendor bills entry in QB
* Vendor payment sheet preparation and payments through intuit
* Invoice raising in QB and share to respective clients
* AR follow-up based on aging report
* AP ,AR and bank reconsolidation
* Payment application in Quick Books
* MIS reporting and data base maintenance in spreadsheet
* Incentive/commission calculations as per the policy’s

**Previous** --Finance Executive **(Exceed Management Pvt Ltd subsidiary of Softpath Sysytem LLC)** -3 Years(02/2016 – 03/2019).

**US Payroll Support:**

* Timesheet downloading from different VMS portals on daily basis etc.

(Field glass, IQNaviqator, Client portals etc)

* Follow up on missing timesheets and approvals of missing timesheets
* Coordinate with the internal teams before every payroll, to check the status of projects of consultants on billing
* Creating Paydata Batch’s on a per payroll basic
* Preparation of Payroll outputs inputs in the respective format(CSV)
* Entering all data for current payroll processing, running payroll preview reports verifying and data and making necessary corrections
* Responsible for Payroll Processing Accurate & Timely
* Part of audit trails for all activities, and maintain effective documentation with regard to each case
* Audits and reconciliation Perform reconciliation to maintain the accuracy of payroll
* Handle and control salary and salary-related issues
* Ensure accuracy of records on the payroll system through checks & control reports
* Prepare payroll journal and posting in Quick books
* Respond to employee inquiries regarding payroll issues or concerns
* Coordinating with the US Team in verification of their reimbursement claim processing.

**Accounts Payable:**

* Responsible for vendor bills and payments
* Adding vendor & consultant data, bills/invoices in Quick Books
* Payment reminders by sending bill reminders and communicating with responsible parties via phone or email
* Submitting invoices to vendors. Resolving issues related Time sheets & Invoices
* Process the payment for vendors as per the invoices by net terms
* Reconcile vendors and track missing payments and invoices
* Follow up with Clients on payments/discrepancies on payments/dues. Answer Clients questions related to Invoices, Net Terms
* Payment tracker update as per bank statement
* Coordinate with Internal accounts team on sending the invoices to their respective clients
* Taking care of all employee payments as per the invoice generated
* Sending payment confirmation to the customers on receipt of invoice amount
* Enter the day to day cash and bank transactions in QB

**Accounts Receivables:**

* Invoice raising in Quick Books
* On time billing Invoices distribution & follow-ups for through emails and calls
* Preparing aging report of accounts receivables using QuickBooks
* Follow up with Clients on payments/discrepancies on payments/dues.
* Payment application applied in Quick Books
* Accounts receivables reconciliations

**MIS Reporting:**

* Maintain Master data for all the consultants including management employees and updating daily basis (End to end information)
* Daily statistics report
* Have knowledge in FIS and MIS preparation
* Computing the monthly incentives and commission to the Sales Team and sending the reports
* Prepare regular cash inflow/outflow statements
* To produce daily, weekly, monthly and yearly revenue and financial
* Performance reports of recruiters

**India Payroll Support:**

* Preparation of Indian payroll calculations inputs in the respective format and HR data
* Verification daily attendance report and payroll computation sheet
* Vouchers Preparing
* Calculation of PF,PT,ESI for all the employees and generation of uploading and payments

**EDUCATION Details:**

* MBA, Sanjeev Institute of Planning and Management, Kakinada, Andhra University,2015 with 74%
* B.com, Government Arts College, (Autonomous), Rajahmundry, Andhra University 2013 with 70%
* Intermediate C.E.C, Srujana Model Junior College, Korukonda, 2010 with 68%
* SSC ZPP High School, Gummaladoddi, 2008 with 50%

**Technical Skills:**

* MS-Office (Extensively deal with MS Excel).
* Working knowledge in accounting software like, Quick Books, Tally ERP9, ADP.

**Personal Details:**

Full Name : Apparao Boda  
Father Name : Srinu Boda  
Date of birth : 16-02-1993  
Marital status : Single   
Nationality : Indian   
Languages Know : Telugu, English  
Address: (Present) Flat no 301, Varalakshmi Apt, Saibaba Clny, KPHB, Hyd, 500072.  
(Permanent) D. No 3-68, Bavajipeta, Gokavaram Mandal, EG District, 533289.

**Declaration:**

I do hereby declare that all the information given above is true to the best of my knowledge and belief.

(Boda Apparao)