

## GURUKUMAR REDDY. K

HNo: 25-47, SSR Nagar Colony, Almasguda Vill, Saroornagar Mdl, R.R Dist 500058

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### FINANCE/ ACCOUNTS & COSTING PROFESSIONAL

- ✓ Competent, diligent and result oriented Cost Accountant offering an experience of 10 years of experience across the Financial Management, accounting Principles, Cost Accounting, Forecasting, MIS and Audits.
- ✓ In-depth understanding of financial measures with competency in overall Finance Management coupled with distinguished ability in managing and finalizing Books of Accounts, Account Payables, Taxation, Statutory Financial Records, Banking, Financial Management and Coordination with Audits.
- ✓ Capabilities in corporate accounting and audit including balance sheet finalization, different dimensions of and taxation, maintenance of statutory financial records, banking, financial management & accounting practices, office administration.
- ✓ Systematic and organized with quick adaptability to changing trends and processes and possessing exceptional interpersonal and presentation skills, comprehensive problem detection/ solving abilities & highly analytical bent of mind thus being able to comprehend complex financial data easily.

#### Core Competencies:

Accounting Operations ♦  
Financial Management ♦  
Cost Accounting ♦  
Strategic Planning ♦ Audit  
& Compliance ♦ P&L  
Management ♦ Creditors  
/Debtors Management ♦  
MIS ♦ Strong  
Interpersonal Skills ♦  
Sharp Analytical Skills ♦  
Leadership Skills ♦ Liaison  
& Coordination

### FUNCTIONAL COMPETENCIES

- ✓ Spearheading efforts across conceptualizing and implementing costing policies/ principles and tracking systems for various functional areas while ensuring compliance with accounting standards & procedures.
- ✓ Implementing cost management initiatives, monitoring various overheads and achieving maximum cost control.
- ✓ Establishing and coordinating the implementation of accounting and accounting control procedures. Prepare Profit & Loss statements, Balance Sheets and monthly closing and cost accounting reports.
- ✓ Responsible for Verification of cash book and bank statement, Stores Records and item movement, Creditors Policy, Debtors policy, Purchases against order and Capital purchase
- ✓ Determining whether the organizational units are performing in compliance with Company policies and Procedures and in a manner consistent with both Company objectives and high standards of administrative practice.
- ✓ Reviewing operating practices and policies and controls in order to evaluate the efficiency with which resources are employed and to identify profit and/or cost effective improvements. Confirming the effectiveness with which the assets are accounted for and are safeguarded from losses of all kinds.
- ✓ Surveying functions and activities, to determine the nature of the operations and the adequacy of the system of control to achieve the objective and to identify profit and / or cost-effective improvements.
- ✓ To Finalize P & L, Balance Sheet and Cash Flow, Costing of various products and departments, Controlling Debtors and Creditors and meeting obtaining Bank finance and meeting commitments on time, Liaison with Bank, MIS for the top management and Management of Receivable and payables.
- ✓ Performing the audit in accordance with the approved audit program and professional standards. Preparing working papers, which record and summarize data on the assigned audit segment and the results of the audit examination
- ✓ Analyzing and interpreting accounting information formulated budgets and conducted variance analysis to determine difference between projected & actual results and implementing corrective actions.
- ✓ Instrumental in supervising day-to-day accounting including inventory accounting, material valuation, cost reduction/control and product pricing.

### PROFESSIONAL SUMMARY

## **Asst Manager Accounts & Costing | RK Group since Feb'18 to till**

- ✓ Responsible for issues of Invoices (Sale Billing) duly reconcile with ERP and Dispatch record with proper approvals and see it reached to customer for payments and preserve acknowledgement.
- ✓ Coordinating/ Collecting receivables as per due dates and ensuring achievements of targets. Further Coordinate with marketing team recoveries as per their targets. And report on daily.
- ✓ Preparation of TDS/GST and other monthly payment obligations on due date basis with accuracy and ensure the payment of the same within due dates including other administrative payments like PF,ESI,PT ,EB Etc..
- ✓ Maintenance and proper accounting of petty cash and responsible for availability of cash for all requirements of the all units as per company rules.
- ✓ Prepare and filling of all above statutory returns accurately within the due dates.
- ✓ Responsible and ensuring the accounting of all transaction as per company norms on daily basis and preserving documentation by keeping suitable filing system.
- ✓ Prepare documentation for the GST assessments and getting audits required if any completed within time , coordination with concerned officer reporting.
- ✓ Scrutiny of accounts on regular basis (Monthly) to ensure all the transactions of the periods are entered correctly and no transaction is missed. Check and keep record of all reconciliations done by the periodical reports basis.
- ✓ Responsible for monitoring customer accounts on daily basis and reconciliation bill wise Monthly with customer Books.
- ✓ Responsible for Getting approval of payables based on the company policy through the team on day before and making payments. Coordinating With team.
- ✓ Responsible for issue and collecting of Form 16A and 16 Etc.. Quarterly/yearly.
- ✓ Getting Clearance, no due Certificates and NOCs for loans and Closed and submitted Management for further Action if any.
- ✓ Maintenance Fixed Assets register and responsible for updating on regular basis. Original Invoices shall be filing.
- ✓ Maintenance of all Bank Accounts and responsible for all Bank Reconciliations on Monthly basis.
- ✓ Attended the income tax survey.

## **PROFESSIONAL SUMMARY**

### **Senior Executive Accounts & Costing,./M/S Aparna Enterprises Limited. Since July'08 to Feb 2018 Total 9.5 yrs.**

- ✓ Doing Day to Day Unit level accounting.
- ✓ Maintain Daily Sales records and Dispatch Team under control.
- ✓ Posting of purchase bills.

- ✓ Maintain RG1 Daily Stock Account Register Central Excise.
- ✓ Apply online E-Way forms.
- ✓ Preparing MIS Report & Monthly Budget in Unit Level.
- ✓ Maintaining Petty Cash & Posting voucher Entries.
- ✓ Outstanding follow-up with Customers & Receipts Accounting.
- ✓ Paying Workers Wages & Salaries.
- ✓ Preparation of Logistics Reports.
- ✓ Preparation of GST In & output Reports Monthly wise.
- ✓ Looking of Employees Attendance and ESI Form Apply online and welfares.
- ✓ Looking Unit Level Legal Activities.(Certificate Renewals, Property tax)
- ✓ Looking stores Physical Stock Reports Monthly basis.

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### **ACADEMICS**

**MBA (Finance)** | Osmania University | 2008

**BCOm (Comp)** | SK University | 2006

**12th** | Board of Intermediate | 2003

#### **Technical Skills:**

- ✓ ERP Packages : Focus, Tally ERP & SAP (FI/CO Working Knowledge),
- ✓ Database : MS Office, Internet Browsing,

**Date of Birth:** 10th June 1986 | **Languages Known:** English, Hindi, Telugu | **Permanent Address:** HNo: 2-116, Gundupapala Vill, Dornipadu Mdl, Kurnool Dist. 518 134 | **References:** Available on request