**NARESH KUMAR CHAVULLA**

**Mobile:9618025952**  **E-Mail: kumarch.2007@gmail.com**

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***Seeking managerial positions for career enrichment in the areas of Finance, Accounts &Commercial Tax with a reputed organization***

***EXPERIENCE***

* Working as a **Accounts Incharge** in **LORVEN TOUR AND TRAVELS (**AIR TICKET**)**

 (Period - From 13 May 2019 to Present Working)

* Worked as a **Accounts Incharge** in **ALHIND TOURS & TRAVELS PVT LTD (**AIR TICKET**)**

(Period -From 05 July 2018 to 30 Apr 2019)

* Worked as a Senior Accountant Executive in **RIYA TRAVELS & TOURS (INDIA) PVT LTD (**AIR TICKET**)** Past 6 Years. ( period - From May 2012 to 04 July 2018)
* Worked as a Senior Accountant in **MASWAYS TRAVELS PVT LTD (**AIR TICKET**)**for a period of 4 Years 6 months.( period - From October 2007 to April 2012)
* Worked as a Senior Accountant in **TRANS WORLD TRAVELS (**AIR TICKET**)**for 16Months. (period - From June 2006 to September 2007)
* Worked as a Senior Accountant in **ATLURI TRAVELS AIR(**AIR TICKET**)**for a period of 13 months. (Period-From April 2005 to April 2006)
* Worked as an Audit Assistant at **SANJAY & NAGRAJ ASSOCIATES** (Chartered Accountant firm) for a period of 1 year. ( period - May 2004 to April 2005)

***SCHOLASTICS***

* Pursuing M.Com Correspondence from Osmania University**-**2006
* **B.com** from Dr.B.R.Ambedkar Open University-Education-2005.
* **Intermediate** from Board of Intermediate -1998.
* **SSC** from Board of Secondary School Education, in 1995.

***COMPUTER SKILLS***

* Operating System **:** Windows 95, 98 ,2007 and XP
* Software **:** MS OFFICE ( EXCEL,PPT,WORD), Power Office,

Goodwill,Excel,Amadeus,Yatra ,Finbook,ERP.

***PROFESSIONAL EXPERIENCE***

**Roles & Responsibilities**:

**General Accounting, P&L – Balance Sheet**

* Managed the transition from manual to a computerized accounting system.
* Prepared financial statements, this included P&L, trial balance and balance sheet.
* Check all invoices for proper documentation and making agreement prior to payment
* Ability to produce Internal Audit Report to management
* Responsibility of handling Cash /Bank Expenses
* Respond timely and accurately to all vendor inquiries.
* Updating daily sales reports
* Preparing MIS Report for monthly wise
* Verification of cash book and Bank book.
* Preparation of weekly physical cash Trail balance submitted to the Branch manager
* Make Payments to Vendors By NEFT / RTGS ( Wire Transfer)
* Updating of the Demand Draft Billing & Maintaining the DD’s on Daily Basis.
* Maintain the recording of the day to day business transaction.
* Finalization of accounts and Bank Reconciliation Statement (BRS).
* Performed weekly and monthly closing of accounts.
* Maintenance of all BSP accounts submitting of all Billing reports and BDR with in the calendar date given by BSP IATA/Looking after all statutory payments in time.

**Accounting Operations**

* Implement and direct monthly close and consolidation processes
* Review reconciliations and inter-company eliminations
* Manage general ledger, accounts payable, accounts receivable, sales, billing, collections, cash management, investment, fixed asset activities
* Review and approve all disbursements
* Check signing and wire transfers
* Implement and formalize accounting policies and recurring procedures

**Accounts Payable**

* Responsible for accounts payable and journal entries.
* Processed travel and expense reports.
* Determined proper general ledger coding for Accounts Payable
* Supervise accounts to make sure that payments are made on time.
* Researched past due invoices, assisted vendors and various department heads with Accounts Payable questions.
* Provided internal audit of employee expense reports per company policy.
* Matched invoices, expense reports, purchase orders and packing slips with checks for Controllers signature.
* Mailed invoice remittance with all signed checks.
* Created new vendor accounts.
* Mailed Balance Confirmation forms to all new vendors.

**Accounts Receivable**

* Created accounts receivable policies and procedures per company SLA.
* Created Access database program for tracking project billing and collections.
* Responsible for final summary of all invoicing.
* Perform accounts receivable and new customer account set-up.
* Performs data entry of billing information, including editing and verifying accuracy of created invoices.
* Posts customer payments by recording cash, checks, and credit card transactions.
* Create an invoice and generate a sales receipt.
* Process credit card payments and Daily bank deposits.
* Create a statement and enter and deposit customer payments.
* Journal entries.
* Oversee daily cash flow...
* Printout aging invoice report to find past due date for the customer.
* Perform account receivables collections (call past due customers for payment, resolve customer problems with the sales department and keep management informed of collection problems).
* Reviewing, preparing and analyzing accounts receivable aging reports.
* Perform accounts receivable monthly and year end closing.
* Prepare vouchers, invoices, account statements, reports, and other records and review for accuracy.
* Follow-up with customers seeking payment on outstanding invoices and work with customers to explain balance due.

**Financial Analyst**

* Prepared Monthly Income Statements
* Calculated Inter-Company Elimination's.
* Developed Month-End Sr. Mgmt. Reports.
* Performed Variance Analysis.

**BUDGETING AND PLANNING**

* Administrate and automate annual budget process
* Implement "real time" budget input and reporting system
* Provide technical leadership, class and individual training and comprehensive instruction manual
* Specify and integrate statistical and allocation methodologies into budget reporting system

**ASSISTANT CONTROLLER**

* Prepared monthly, quarterly and annual financial reports for Management,
* Prepared and reviewed monthly, quarterly and annual financial statements and detailed reports for Management, Analysts and other Regulatory Authorities;
* directed and administrated monthly closing, consolidation, reconciliation, general ledger, accounts payable, investment, fixed asset and annual budget processes, systems and personnel;
* streamlined and automated all accounting, financial reporting and budgeting processes and systems;
* interacted extensively with internal and external auditors coordinating quarterly and year-end financial and operational audits;
* Monitored and administrated bank wide reconcilement process;
* Managed accounts payable, fixed asset and cash management processes and personnel;
* reviewed disbursements for proper approvals and documentation, authority to sign checks

**Tax Preparation**

* Ability to produce to Professional Tax Payments & Professional Tax Assessment
* Ability to produce to TDS Payments
* Prepared GST Tax Payments
* Filed Quarterly GST Tax Returns.
* PF/ESI/Gratuity/GST Tax /VAT Breakup & Payment
* Giving assistance to Income Tax Work

**Reconciliations**

* Prepared Daily / Weekly /Monthly Bank Reconciliation's.
* Make reconciliations of clients outstanding statements,
* Make reconciliations of Vendors outstanding statements.

**INTERNAL AND EXTERNAL AUDIT**

* Interact extensively with internal and external auditors to coordinate interim, year-end, pre-IPO and financing audits
* Coordinate/prepare numerous schedules, analyses and reports
* Successfully concluded comprehensive financial and pre-IPO audits by effective coordination and preparation of financial and statistical reports utilizing data originating from multiple sources and subsidiaries

**Others**

* Ability to produce to Trading Licence Certificate
* Ability to produce to Labour Certificate
* Preparation of Monthly Attendance Report
* Giving assistance to HR Department.

**PROFESSIONAL OBJECTIVE:**

A challenging financial accounting opportunity, with a dynamic company, which employs innovative leadership and goal-oriented achievers.

* Excellent Organization Skills.
* Excellent People Skills.
* Excellent Accounting Systems Skills.
* Excellent Leadership Skills.
* Work Effectively With Peers & Senior Mgmt.

**PROFESSIONAL SKILLS:**

* GENERAL LEDGER
* ACCOUNTS PAYABLE
* ACCOUNTS RECEIVABLE
* JOURNAL ENTRIES
* BANK RECONCILIATION
* ACCOUNT ANALYSIS
* FIXED ASSETS
* MICROSOFT OFFICE
* SPREADSHEETS
* QUICKBOOKS
* WINDOWS 98/NT
* TEAM LEADER
* CREATIVE
* INTERPERSONAL

***STRENGTHS***

1. Good communication skills.
2. I am a fast learner.
3. Capacity to adapt to the new environment quickly, grasping the things quickly.

***PERSONAL DOSSIER***

* Date of Birth :10-06-1980
* Father Name : LaxminarayanaChavulla
* Marital status :Married
* Languages Known : English, Telugu, Hindi
* Gender : Male
* Nationality : Indian (Hindu)
* Native Place : Hyderabad
* Permanent Address :# 2-2-127/90, New Vijayapuri Colony, Uppal, Hyderabad- 39.

***DECLARATION***

I hereby declare the above particulars are correct and true to the best of my knowledge and belief.

Place: Hyderabad

Date: (NareshKumarCh)