**CURRICULUM VITAE**

**GOUTAMI ANANDARAO LIKHITAPUDI**

# Contact No: 9594885234 / 9082404897

# Residential Address:

202, Habib Nagar SRA CHS Ltd.,

Jijamata Marg, Pump House,

Andheri (East),

Mumbai - 400093.

# OBJECTIVE:

* To utilize my skills and ability to provide innovation to the industry that offers professional growth and challenging career.
* To be best in chosen field.
* To be punctual at work.
* To work hard, Confidentiality, Honest.
* To work with organization that encourages growth & self-development.
* Always willing to learn more & more.

# PERSONAL DETAILS:

**Date of Birth :** 24th June, 1995

**Sex :** Female

**Marital Status :** Unmarried

**Nationality :** Indian

**Languages known :** English, Hindi, Marathi & Telugu

# EDUCATIONAL QUALIFICATION

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| --- | --- | --- | --- |
| **Qualification** | **Board** | **Year of Passing** | **% or Grade Obtained** |
| S.S.C | Maharashtra State Board | March 2010 | 71% |
| H.S.C | Maharashtra State Board | February 2012 | 73% |
| T.Y.B.com | University of Mumbai | April 2015 | Grade A |
| M.com | University of Mumbai | May 2017 | Grade A |

**ADDITIONAL QUALIFICATION**

**Information Technology :** Knowledge of Microsoft office -Word, Excel, Power point,

Advance Excel, MS-CIT, Internet operation.

Knowledge of Tally7.2, Tally ERP 9 & Tally Prime

Knowledge of QuickBooks & M3 Software

English Typewriting 30 w.p.m. & 40 w.p.m.

Marathi Typewriting 30 w.p.m.

# JOB PROFILE

* Working with **V Link Fleet Solutions Pvt. Ltd.** as an **Executive (From Feb 2019 to till date)**

**Key Responsibilities (Finance):**

* Verify MIS then invoice preparation and uploading on client portal
* E-invoicing done for all invoices raised
* Sales invoice & Receipt entry booking in tally
* Purchase/Car Hire booking and Payment entry in tally
* Booking Journal/Provisional entries in tally
* Tally bill to bill knock off entry
* Online card swiping done on American express portal of Amex card holders
* Working on MIS and books closure - monthly & year end
* Verify revenue and vendor cost calculation in MIS as per client/vendor agreed rates and then payment request sent to superiors for approval & tally entries booked
* Updating billing summary sheet tallied with books & shared on regular basis with superiors
* Sharing unbilled revenue status on regular basis. Try to resolve the issue and complete billing in the same month
* Weekly follow up for Accounts receivable with respective SPOC & share review status with superior
* Verify debtors ageing (in billing summary sheet) is tallied with invoice-wise outstanding details in tally at regular intervals
* Performing Debtors/Creditors ledger reconciliation from time to time
* Verify and tally both e-invoice & invoice tracker - weekly
* Preparing revenue & car hire schedule - monthly
* Maintaining Invoice/CN/DN/PO tracker and preparing collection summary
* Continuous rigorous follow-up with client for outstanding
* Fulfilling audit work requirement & resolving all the audit queries efficiently
* Actively addressing client queries and resolving them within the stipulated time
* Worked with **Global Accounting Solutions Pvt. Ltd.** as an **Account Executive – Level 1. (From July 2017 to Feb 2019)**

**Key Responsibilities (US and UK Process):**

* Assisting the Senior Account Executive in the whole US Client process
* Efficiently handling the US Client work & team independently in the absence of Senior Account Executive
* Booking of all General Journals and Deposit entries in QuickBooks
* Maintaining & tallying Intercompany accounts as well as entries done in QuickBooks
* Booking sales/purchase invoices in QuickBooks and M3 Software
* Booking all credit card receipts in QuickBooks and M3 Software
* Entering Daily Revenue Reports in QuickBooks and M3 Software
* Booking Payroll entries in QuickBooks and M3 Software
* Booking of Receipt & Payment Vouchers in QuickBooks
* Preparation of Monthly Bank Reconciliation Statements in QuickBooks and M3 Software
* Preparing Debtors/Creditors reconciliation statements
* Preparing workings on excel worksheets as per client’s need (eg: Coding list) & maintaining the billing summary sheet
* Maintaining the Server data on OneDrive & checking/uploading missing files on a regular basis
* Requesting & Collecting Form-W9 from vendors on behalf of client and update the Tax ID in QuickBooks & M3 Software
* Solving client’s queries
* Daily reporting the work done to client via e-mail draft/reply
* Worked with **CA Hitesh H Damania & Co. as an Account Assistant for 2 years. (May 2015 - April 2017)**

**Key Responsibilities:**

* Sale and Purchase Entry
* Receipts and Payments Entry
* Journals & Other provisions entry in Tally
* Tally Bill To Bill Entry
* Bank Reconciliation
* IT Computation & Returns filing for individuals and business
* VAT/Service Tax/TDS/PTRC calculations & Return filing
* VAT Audit working and filing – J1,J2, C-Form working, etc.
* Performing Audit Work, etc.

**EXTRACURRICULAR ACTIVITIES**

**Hobbies :** Cooking & Listening Music

# Contact No. : 9594885234/9082404897

**E-mail Address :** [glikhita104@gmail.com](mailto:glikhita104@gmail.com)

# Declaration:

I hereby declare that the details furnished above are true to the best of my knowledge.

# PLACE: MUMBAI DATE:

**(GOUTAMI A. LIKHITAPUDI)**