

Santhoshi Kumari

*5 Years of Experience in Accounts Receivables / Payable
& Payroll Process*



Professional Summary

Experienced Senior Accountant successful at cultivating effective working relationships at all levels while driving improvements to budget administration, expense tracking and forecasting of future financial needs. Proven track record of performing work ethically while maintaining the integrity of all financial data.

Work History

Sri Krishna Toys Trading LLC - Senior Accountant

Hyderabad, Telangana

02/2015 - 09/2019

- An accomplished Accountant Professional offering over 5 years of rich Experience in Accounts, Order Processing, Order Follow-up, Finding the suppliers with cost bargain and get the delivery on time and creating Invoice against Po.
- Liable to maintain bookkeeping. Initiate payroll activities.
- Reconciled accounts and created documents for monthly closure procedures.
- 5 Years of Experience in dealing with Payables and Receivables.
- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Assist in the processing of balance sheets, income statements, and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records, etc. as assigned

E-mail: prasan.santhu@gmail.com

M: +971 582587167 / +971 589635236

Add: England Cluster, Z02

Building, International City, Dubai,
UAE

Education

11/2011

Bachelor of Commerce: Osmania
University

Skills

- Financial statement review
- Expertise in Tally ERP 9
- Bookkeeping
- Payroll Processing
- Inventory Management
- Value Added Tax (VAT)
- Accounts Receivable & Payable
- Budgeting Management & Forecasting
- Auditing
- Financial Statements
- Reconciliations

- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Assist Account's manager in the preparation of monthly/yearly closings

Raghu Hospital - Accountant

Hyderabad, Telangana

06/2013 - 12/2014

- Compiled general ledger entries on a short schedule with 100% accuracy.
 - Maintained integrity of the general ledger, including a chart of accounts.
 - Cooperated with senior leaders to create operating budgets and initiate financial planning.
 - Generated financial statements and facilitated account closing procedures each month.
 - Reviewed and processed employee expense reports and vendor invoices for payment.
 - Generated and submitted invoices based upon established accounts receivable schedules and terms.
 - Provided journal entries and performed accounting on an accrual basis.
 - Used accounting software to issue tax returns and prepare consolidated reports.
 - Reviewed and processed client payments, including electronic payments and check deposits.
 - Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
 - Verified over Rs 50,000 of cash and credit payments daily.
-

Certifications

- Certified in Finance & Management Accounting from Impact Auditing & Accounting Academy.
 - Diploma in Computer Application from Promac Computer Training Institute.
-

Technical Skills

- Well versed in Tally ERP & Quick Book
 - M.S Office
 - PowerPoint & Excel Presentations
-

Accomplishments

- Auditing Procedures - Knowledge of planning techniques, test and sampling methods involved in conducting audits.
 - Generated a 30 % reduction in month-end close.
 - Handled and resolved the largest Number of reporting discrepancies in a Week.
-

Additional Information

- Husband Name: M. Praveen Kumar
 - Date of Birth : May 8th 1988
 - Sex : Female
 - Nationality : Indian
 - Marital status : Married
 - Language known : English, Hindi &Telugu
 - Passport No : Z4599166
 - Visa Status : Residence Visa (Husband Visa)
-

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Dubai.

Signature:

Date:

Manney Santhoshi Kumari

Strengths

- Ability to work in a team and individual environment
 - Quick learning and grasping
 - Honest and sincere
 - Positive Approach
-

Hobbies

- Cooking, Cycling, Yoga & Hand Painting