

Curriculum Vitae



Shiva Kumar Venkatetti

Abu Dhabi

U.A.E

☎ : +971 55 336 1129

✉ : shiva01k@gmail.com

Objective:

I would like to be associated with a reputed organization, where I can apply my skills and experience towards self-growth and the growth of the organization.

Academic Profile:

➤ **Master of Business Administration (Marketing & Finance)**

Year Graduated: 17 Sep, 2012

Osmania University Hyderabad, India.

➤ **Bachelor of Commerce (Computers Application)**

Year Graduated: 09 Sep, 2010

Kakatiya University Warangal, India.

Courses completed:

- Post Graduate Diploma of Computer Application (PGDCA)

Experience 3:

✓ **General Accountant**

Phoenix Capital Documents Clearing Services LLC (Abu Dhabi, UAE)

(12th Dec 2018 - till now)

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.

Experience 2:

✓ Administration in charge

Falcon International Consulting & Auditing LLC (Abu Dhabi, UAE)

(25th May 2013 – 10th Dec 2018)

- Process monthly payroll for employees, update staff advances and making salaries transfer through WPS labor system;
- Managing the daily operations of Accounts and Finance Department.
- Perform financial accounting and auditing and produced monthly Financial Statement for the management such as Balance Sheet, Income Statement, Trial Balance, Cash Flow Statement and consolidated year-end reports
- Handles cash receipts, billings, invoicing, and performs necessary adjusting entries of accounts.
- Preparations of daily bank deposits and handling petty cash with day to day expenses and checking all utility bills that subject for payments
- Receiving of daily collections and update customer accounts in time.

Experience 1:

✓ Team leader

Youth india Products Pvt.Ltd (HYDERABAD, INDIA)

(10th jan 2012 to 20th feb 2013)

- Create an environment oriented to trust, open communication, creative thinking, and cohesive team effort.
- Provide the team with a vision of the project objectives.
- Motivate and inspire team members.
- Lead by setting a good example (role model) - behavior consistent with words.
- Coach and help develop team members; help resolve dysfunctional behavior.
- Facilitate problem solving and collaboration.
- Encourage creativity, risk-taking, and constant improvement.
- Intervene when necessary to aid the group in resolving issues

Technical Skill:

- ❖ Microsoft Office Program
- ❖ Tally ERP9
- ❖ Typing net speed more than 45

Responsibilities:

- ❖ Team Leadership
- ❖ Payment follows up
- ❖ Idea Creator
- ❖ Good Advisor
- ❖ Audit Verification

Personal Strength :

- ❖ Self-motivated
- ❖ Quick learner
- ❖ Confidentiality
- ❖ Initiative
- ❖ Reliability
- ❖ Stress tolerance

Languages I know :

English	- Writing, Reading, Speaking.	Excellent
Hindi	- Writing, Reading, Speaking.	Excellent

Personal Profile:

National	:	Indian
Date of Birth	:	23/06/1990
Sex	:	Male
Marital Status	:	Married

Passport Details:

Passport No	:	T9201778
Place of issue	:	ABU DHABI
Date of issue	:	08/09/2020
Date of expiry	:	07/09/2030
Visa Status	:	Employment Visa

Location Preference:

There is no preference in a certain place, I can work anywhere in accordance with the requirements of work and the workplace.

NOTE: Having valid UAE driving license (Car & Motor cycle)

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