

# ANIL KUMAR

## Address:

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## Skill Highlights

### Certified in SAP

**FICO** } End user  
**MM** }

### Microsoft Office Package

- Excel
- Word
- Power point

Strong decision maker  
Complex problem solver  
Creative design  
Innovative  
Service-focused

### Languages

- Kannada
- English
- Tulu
- Hindi

## Objective

To secure a challenging position in a reputed organization, this gives me the opportunity to exhibit my technical and financial skills for the growth of the organization as well as for enhancement of my knowledge and career.

## Experience

11/2018 to **Present**

### Shakti Precisions Components Private Limited (Accounts Executive)

- Creating Supplementary invoices ( Debit note and Credit note)
- Verifying and processing PO and Non PO invoices
- Handling Petty Cash transaction and booking the entries
- Preparing and verifying Vendor payments.
- Obtaining confirmation balance from vendor and reconciliation of vendor Accounts. Effectively processing Custom Duty Invoices, Normal Invoices and Freight Invoices.
- Review and arranging Payment to MSMED supplier as per Act.
- Master Data Creation (Material and Vendor)
- Export/Import & Bill discounting accounting
- Age wise analysis of export trade receivables and extracting information for export receivables on collection and informing the debt recovery dept. to follow-up payments
- Age wise analysis of sundry creditors
- Preparation of monthly MIS to compute profitability for the month for sale on own manufacture & trading activities in comparison of budgets and providing justification reports for profit/Loss.
- End to End accounting and ensuring completeness of books of accounts.
- Monthly closing of books of accounts by provisioning of outstanding expenses & accruals.
- Scrutinizing general ledger accounts and passing rectification entries & ensuring completeness of accounting by making appropriate provisioning of expenses.
- Generating reports on advance payments to suppliers and outstanding receivables from customers and intimating to concerned department
- Preparation of Fixed Asset Register

In addition to this, have good exposure in **Sales and Distribution,**

- Maintaining Customer Master Data
- Maintaining Pricing Conditions and Creating Sales Order
- Creating Outbound Deliveries
- Creating Billing Documents (Invoices), etc.
- GRN details follow up from customer.

#### **Costing & Inventory:-**

- Calculating Costing & Consumption of Raw Materials, Consumables.
- Calculating Cost of Production for Valuation of Finished goods.
- Comparing actual costs of purchase with budgets to highlighting the reasons for material cost variances.
- Analyzing stock statements to check the slow-moving stock and highlighting in management reports for non-moving & slow moving stock to liquidate the working capital.

#### **Finance & Management Reports:-**

- Sales Analysis
- Customer wise analysis

**10/2017 to 07/2018**

#### **AB IN Bev (Financial Exe).**

- Updating the documents into DMS (Document management system) for payment release
- Payment and Travelling Expenses related Queries. Purchase Order creation requests
- Reconciliation with vendor statement and ensures to clear the line items by providing necessary
- Prepare and process PO related and Non PO related invoices
- Preparation of reports monthly and Quarterly basis

#### **BOSCH**

**10/2015 to 04/2017**

- Prepare and process PO related and Non PO related invoices.
- Goods Receipt Processing
- Maintain vendor outstanding balances.
- Checking vendor line item.
- Maintain contact with vendors.
- Preparation of reports monthly and Quarterly basis.
- Management reporting on a weekly, monthly & quarterly basis.
- Prepare and submit the reports to Auditors on Month and Quarter basis.

## **Education**

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April - 2014

### **Bachelor of Business management**

Smt.Rukmini Shedthi Memorial National Government First Grade  
College Barkur, Udupi.

March – 2011

### **P.U.C**

National Pre-University College, Barkur.

March – 2009

### **S.S.L.C**

BMM High School, Kurady.

## **DECLARATION**

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Place: BANGALORE

Date:

(ANIL KUMAR)