

RESUME

B.S.L.N.VENKATESH
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Objective:

To obtain a challenging position in the field of Accounting and administrative, Document controller , logistics management position that best suit my qualification in order to achieve organizations objectives, growth and for personal and career development.

Qualifications Profile:

- Capable to work under pressure;
- Excellent in handling multi-tasking;
- First-rate analytical and interpersonal skills;
- Flexible on any work situation and condition;
- Self-motivated and able to work on own initiative;
- Team player with excellent communication skills;
- Acquire good sense of problem solving and decision making;
- Quick learning skills any challenging & suitable positions.

Professional Experience:

1. M/s. Nagarjuna Construction Company Ltd, Hyderabad, India, Telangana

Designation: Clerk/ Purchase coordinator / Accounts Assist.

Duration: April 1st 2010 to July 10th 2010.

Duties and Responsibilities:

1. Sales And Purchase Vouchers verification.
2. Preparing the monthly statement of cash flows.
3. Utility Bills & Payments Handling.
4. Preparing the Employee payroll system.
5. Handling Office Administration works.
6. Handling Purchasing co-ordination.
7. Handling Employees time keeping.

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2. Technofab Steel Manufacturing Llc Ras Al Khor Industrial Area, Dubai, U.A.E

Designation: Accountant/ logistics In-charge/Administration/Document Controller.

Duration: 16th July 2010 to 31st march2018.

Duties and Responsibilities:

1. In charge of recording daily incoming and outgoing transactions;
2. Verification of all sales and purchase related transactions;
3. Verifying and, ordering and purchasing of the steel for In house production management.
4. Stock verifications and authority of Issuing LPO'S.
5. Preparing the monthly bank/book reconciliation statement;
6. Preparing the monthly statement of cash flows;
7. Preparing the monthly and quarterly, annual report of financial statement;
8. Monitoring and responsible for AR and AP.
9. Performing Audit task.
10. Preparing the Employee payroll system.
11. Perform a logistic coordinator and procurement in charge (coordination of transport and shipping agents, collection of BL, planning of logistics on time).
12. Experience In dealing with UAE Banks. (Bank facilities related and LC and Documentation)
13. Monitoring and verifying as Document controller and Administrative In charge of projectsand company related Activities.
14. Directly Reporting to GM and MD.

3. Gulf Wooden Metal Works Fze LI Al Hamra Free Zone, Ras Al Khaimah, UAE.

Designation: Senior Accountant/ Procurement In-charge/ Document Controller.

Duration: 3rd April 2018 to 31st October 2018

Duties and Responsibilities:

1. Verification of all sales and purchase related transactions;
2. Verifying and, ordering and purchasing of the steel for In house production management.
3. Stock verifications and authority of Issuing LPO'S.
4. Preparing the monthly bank/book reconciliation statement
5. Preparing the monthly statement of cash flows.
6. Preparing the monthly and quarterly, annual report of financial statement;
7. Monitoring and responsible in charge for Accounts receivables and Accounts payables.
8. Performing Audit task.
9. Verifying Employee payroll system.
10. Perform a logistic coordinator and procurement in charge (coordination of transport andshipping agents, collection of BL, planning of logistics on time).

11. Experience In dealing with UAE Banks. (PDC, Bank facilities related and LC and Documentation related with Relationship Managers.) .
12. Planning, documentation and streamlining of process in order to identify and eliminate wastes in the process.
13. Complying all financial transactions with third party vendors as per the UAE federal Tax Authority's value Added tax (Vat) regulations
14. Directly Reporting to MD.

4. QTech Technical Services LLC.

Designation: Senior Accountant.

Duration: 8th April 2019 to till date.

Duties and Responsibilities:

1. Entering of daily cash vouchers and checking and Cash flow statement/ Petty cash maintenance.
2. Posting of all types of bills to related account heads.
3. Entering of cheques and reconciling at the end of every month with relevant statements.
4. Experience with General Ledger Functions and 100% Accuracy.
5. Maintenance of Receivables and Payables.
6. Parties' confirmation along with party statements.
7. VAT calculations as per FTA Guide Lines and Tax payments.
8. Preparation of Local Purchase Orders/Work orders.
9. Preparation of Purchase and Sales Invoices.
10. Calculation of Retention as per the contractors Work order/Purchase order on Invoices.
11. Collecting the Proper documents for credit customers and book keeping.
12. Coordinating with Auditors up to finalization of Accounts.
13. Preparing the required materials for the Audit purpose.
14. Inventory books Maintaining and updating records.
15. Counting materials, equipment, merchandise, or supplies stock.
16. Reporting discrepancies between physical counts and computer records.
17. Developing or improving upon inventory management procedures.
18. Stocking and distributing supplies, equipment or merchandise.
19. Compiling balance, price and cost reports.
20. Preparation of Monthly and Annual Profit & Loss Accounts & Balance Sheet.
21. Prepare process and release of payments through cash and cheques & Transfers.
22. Preparing monthly salary statements.

23. Daily Customer payments follow up through phone calls.
24. Preparation of Budget & variations analysis & Project Costing.
25. Preparation of Quotations & Customer's feedback.
26. Office Co-ordination, maintenance, and HR.

Personal Qualifications:

- Success and growth oriented person, with constructive thought, working with definite purpose and deeply interested in great endeavors.
- Efficient and works in a very systematic way with high value on orderliness.
- Has the ability to deal with people, with high respect to other person's opinion and sympathetic with other person's ideas.
- Always seek for the development and improvement of work, with efficiency and readiness as key to achieving aims.
- Time Management.

EDUCATIONAL BACKGROUND:

Inter Mediate (CEC) (2005 – 2007)-A.F.D.T. Jr. College, Malikipuram -81.60%

➤ *Specialized study in Civics, Economics and Commerce.*

B.Com (Computers)- (2007-2010)-SRI YN COLLEGE, NARSAPUR. -83%

➤ *Specialized in Final Accounting.*

➤ *Coursework includes business laws and cost accounting, Economics.*

Computer SKILLS:

- *Microsoft Office (MS Word, MS Excel, MS power point)*
- *Operating systems: Linux, Windows XP and later versions*
- *Accounting software: TALLY Accounting System knowledgeable;*

Personal Information

Name : Sri Lakshmi Narasimha Venkatesh
Date of birth : 04.04.1990
Sex : Male
Marital status : Single
Languages Known : Hindi, English, and Telugu.
Nationality : Indian
Permanent Address : Appanaramuni Lanka, Sakshinetipalli Mandal, East Godavari, (India, A.P)
PIN: 533252.

Passport No : T9257798
Place of Issue : Dubai.
Date of Issue : 24.10.2019.
Date of Expiry : 23.10.2029

Driving License No. : 4166379
Driving License Valid: 07.09.2023.

Declaration:

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Date:

Place:

(B S L N Venkatesh)