



CURRICULUM VITAE

Gurram Ravinder
Accountant

CONTACT

+971 509838667

gurramravindergowd@gmail.com

Meena Bazar, Bur Dubai,
Dubai U.A.E

PASSPORT & VISA DETAILS

ECNR Passport No: L2211008

Pass Port Date : 29/05/13 to 28/05/2023

U.A.E Visit Visa : 17/02/22 to 27/05/2022

Notice Period : Immediate.

TECHNICAL QUALIFICATION

SAP S4 HANA (FICO)	Accounts Receivables, Accounts Payable, General Ledger, Bank Accounting, Asset Accounting, Controlling
Accounting Packages	Tally ERP 9.0, Quick Book, Peach Tree.
P.G.D.C.A	Ms-Office (Word, Advance Excel, Power point).
D.T.P	Adobe Photoshop, Page Maker, CorelDraw.
C.T.T.C	Teaching Skills, C, DBMS, Lotus.
Operating systems	Windows-10/XP/Vista.
Internet Awareness	Browsing/Surfing, Mailing.
Typing Skills	30-40 WPM

LANGUAGE SKILLS

English	4.0	★ ★ ★ ★ ★
Hindi	5.0	★ ★ ★ ★ ★
Telugu	5.0	★ ★ ★ ★ ★
Marathi	4.0	★ ★ ★ ★ ★



CAREER OBJECTIVE

Excellent Accounts skills, with experience in **SAP S4 HANA** dealt with **Admin, HR Payroll, Vendors, Customers, & Bank** high-level workloads with strict deadlines. Now looking to start a new challenging position to meet my Competencies, Capabilities, Skills, Education and Experience.



PROFESSIONAL SYNOPSIS

Having **11 Years** of Experience in the field of **Accounts, Finance & Auditing** of a reputed organization in which **2 Years** of Experience in **Muscat, Oman**.

Expertise in handling of **Accounts Receivables, Accounts Payables, Banking, Cash Management, VAT, GST & HR Payrolls** with **Administration duties**.

Strong in ERP Software **SAP S4 HANA, Microsoft Navision, ERP Real Software, Tally ERP 9.0 & Advance Excel**.



EDUCATIONAL QUALIFICATION

Qualification	Board / University	Year
M.B.A (Finance)	Jawaharlal Nehru Technological University, A.P	Oct, 2009
B.COM(Computer)	Kakatiya University, A.P	Jul, 2007
INTERMEDIATE (C.E.C)	Board of Intermediate Education A.P	Mar, 2004
Secondary Education (S.S.C)	Board of Secondary Education A.P.	Mar ,2001



WORK EXPERIENCE

NAME OF THE COMPANY	POSITION	DURATION
Plan B Advertising LLC DUBAI, U.A.E	Accountant	21 st Dec 2021 07 th May 2022
Asian Paints Middle East LLC Muscat, Oman	Accounts Officer	22 nd Jul 2018 31 st Aug 2020
Jai Ram Foundry Pvt Ltd, Hyderabad	Senior Accountant	1 st Mar 2015 30 th Jun 2018
CA U Devendra Associates, Chartered Accountant, Hyderabad	Senior Accountant	11 th June 2012 24 th Feb 2015
KVK Granites Pvt Ltd, Karimnagar	Accountant	15 th Apr 2011 31 st May 2012
A.P. Education & Welfare Infrastructure Development Corporation	Accountant	1 st Dec 2009 31 st Mar 2011



WORK EXPERIENCE: (2021-2022)

- Organization : **Plan B Advertising L.L.C**
Designation : **Accountant**
Duration : 21st December to 07th March 2022
Software : **ERP Real Software & Tally**
Job Responsibilities :
1. Prepare sales invoices and sent to the clients & followup for payments.
2. Booking all the supplier invoices & filing properly.
3. Managing the daily petty cash & posting the bills day to day.
4. Prepare the budget as per the new project requirements
5. Prepare the VAT report and submit online.
6. Assist in internal audit.
7. Prepare the monthly salaries and make the necessary entries in system.
8. Prepare the Bank reconciliation on daily basis for all companies
9. Prepare all the intercompany transactions.
10. Make the payments of Electricity, Water, Fuel (DEWA) on schedule.



WORK EXPERIENCE: (2018-2020)

- Organization : **Asian Paints Middle East LLC, Muscat Oman.**
Designation : **Accounts Officer**
Duration : 22nd July 2018 to 31st August 2020
Software : **SAP S4 HANA & Micro Soft Navision.**
Job Responsibilities :
1. Preparation of customer outstanding statements at every month and assigning collection targets for the sales executives.
2. Verifying and revising the customer credit documents in regular intervals.
3. Monitoring and updating receivables status and payables status on a daily basis.
4. Creation of customer, Vendor cards and price uploads.
5. Extending support in customer, vendor account reconciliations. Half yearly & Year End customer, vendor account confirmations.
6. Verifying Sales & Purchases orders, with GRNs & invoices & posting of invoices.
7. Maintaining Customer & Vendor contacts and releasing Vendor payments as per schedules.
8. Opening LCs, LATR, LAI, Bills of Exchange Etc, as and when required.
9. Stock takes, stock reconciliation and stock upload.
10. Fixed assets audit and physical verifications.
11. Hands on Intercompany transactions.
12. Preparing Bank reconciliation statement (BRS).
13. Evaluation & planning of insurance proposals and policies.
14. Preparing of VAT returns, With Holding Tax (WHT), Excise duties and Knowledge on IFRS & GAAP.
15. Preparation of monthly payroll, Calculating the wages, deductions, attendance, benefits and taxes, reimbursement, final settlement.
16. Preparation of Daily report, monthly cash flow reports, Flash & Carbon Foot report for General Manager.
17. Maintain the petty cash reimbursement.
18. Preparation of monthly overhead analysis report. Preparation of monthly financials, Monthly review report and Quarterly review reports.
19. Preparation and Presentation of final accounts before the auditors for the year end final audit subject to the prior approval from Finance Manager.
20. Enhanced the credibility of finance function by generating accurate and timely MIS Reports.



WORK EXPERIENCE: (2015-2018)

- Organization : Jai Ram Foundry Pvt. Ltd.,
Designation : Senior Accountant.
Duration : 1st March 2015 to 30 June 2018
Job Responsibilities : 1. Maintain Day Book, Cash Book.
2. Maintain the Purchase and Sales Reports.
3. Maintain the Daily Bank Receipts and Payments.
4. Prepares and verification of Invoices, Journals, Ledger entries.
5. Preparation of Debit/Credit note.
6. Maintain the Bank Reconciliation Statement (BRS), Bank FD & Loan statement.
7. Prepare of monthly Salaries of Employees and Wages of Labours.
8. Prepare of Employee Provident Fund (EPF), and ESI reports.
9. Prepare of Purchase Order (P.O), Sales Order.
10. MIS / Comparison Statement and Internal Audit.
11. Maintain the Stock Reports of Raw materials, Finished goods (R.G-1 Part I & II).
12. Summarizes financial status by collecting information; preparing Trial Balance, Profit & Loss, and Balance sheet statements.
13. Prepare Working Capital, Fund Flow Statement, Cash Flow Statement.
14. Prepare of Cost of Production for finished goods.
15. Calculation of I.T returns, VAT returns, CST returns, Central Excise, Service Tax, TDS reports and GST Returns.



WORK EXPERIENCE: (2012-2015)

- Organization : CA U. Devendra Associates Chartered Accountant Domalguda, Hyderabad.
Designation : Senior Accountant
Duration : 11th June 2012 to 24th February 2015
Software : Tally ERP 9.0
Job Responsibilities : 1. Preparation of Journal Vouchers, cash & bank entries
2. Preparation of Debit / Credit note
3. Preparation of pre-paid expenditure statements
4. Verification on inter site reconciliation Verification of hire bills
5. Verification of Bank reconciliation statements
6. Verify, allocate, post and reconcile accounts payable and receivable
7. Analyze financial information and summarize financial status
8. Spot errors and suggest ways to improve efficiency and spending
9. Prepare financial statements and produce budget according to schedule
10. Assist with tax audits and tax returns
11. Direct internal and external audits to ensure compliance
12. Support month-end and year-end close process



WORK EXPERIENCE: (2011-2012)

- Organization : KVK Granites Pvt Ltd
Designation : Accountant
Duration : 15th Apr 2011 to 31st May 2012
Software : Tally ERP 9.0
Job Responsibilities : 1. Maintaining all the books of accounts, petty cash accounts.
2. Maintaining all documents related to purchase and sale.
3. Maintaining purchase orders, invoices and all statutory documents.
4. Maintain all government orders relating to cess, other government and APMC statutory requirements.
5. Daily to forward the complete details of arrivals and sales to the Manager accounts by way of scan/ fax to make the necessary payments and debit notes.



WORK EXPERIENCE (2009 – 2011)

Organization : A.P. Education & Welfare Infrastructure Development Corporation
Designation : Accountant
Duration : 1st Dec 2009 to 31st Mar 2011
Job Responsibilities : 1.To Maintain Day Book, Cash Book
2. To Maintain the Daily Bank Receipts and Payments.
3. To Maintain the Purchase and Sales Reports.
4. To issuing the cheque to the Contractors, Suppliers.
5.Preparation of Estimates, Agreements, Tender Notifications
6. Verification of Invoices, Journal, Ledger entries (Salaries Payable, Rent Payable).
7. Preparation of Employees ESIC, PF, Annual grade, Form 16, Leaves.



STRENGTHS:

- Quick grasping of new things.
- Adaptable to new environments.
- Hard work for the growth of the organization



CO-CORRICULAR ACTIVITIES:

- ❖ Established & managed successfully **BIIT Computer Institute** in Gangadhara.
- ❖ Participated in Sri. Swamy Vivekananda's 150th Birth Day National Youth Celebrations in **Rama Krishna Math** in Hyderabad.



PERSONAL PROFILE:

Full Name : Gurram Ravinder
Father's Name : Gurram Parshaiah
Date of Birth : 07th June 1985
Nationality : Indian
Languages known : English, Hindi, Telugu and Marathi.
Permanent Address : Gurram Ravinder, S/o. Gurram Parshaiah,
H.No:5-75, Vill: Managapeta, Mdl & Post: Gangadhara,
Dist : Karimnagar, 505445, T.S-India.



DECLARATION:

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

Date : 10.05.2022.

Place: Dubai, U.A.E.

Sd/-

(GURRAM RAVINDER)