

## **CURRICULUM VITAE**

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### **Professional Objective:**

Seeking a position of General Accountant to work in a fast-paced and challenging environment, where 5 + years of experience and solid knowledge of Accounting, financial and reporting, and working knowledge of Tally and Quick Books with a strong passion for the finance industry can be put to use to enable accurate financial decision-making along with hold on MBA Finance from Sree Venkateswara University.

### **Summary**

- Strong Knowledge in SAP FI, Tally ERP 9.0., Quick Books and UAE VAT.
- Excellent knowledge in Accounts Payable Process.
- Extensive Experience in Invoice Processing
- Procurement ( Procure to Pay or P2P ).
- Good Team Player with good Analytical Skills.

### **Strengths:**

- Confident and Commitment.
- Quick Learner and Great Team Player
- Ownership and enthusiasm.
- Capable Working in Different rolls and responsibility.
- Finding Pain areas & Proper controls Points.

### **Qualification:**

COURSE	INSTITUTION	BOARD/UNIVERSITY	Year of Passing %
MBA (Finance)	Shantinikethan institute of technology, Tirupati, (SHNT), Andhra Pradesh	Sree Venkateswara University	June 2014 66 %
B Com (Computers)	Govt. degree College Rly kodur.	Sree Venkateswara University	April 2012 81%
Intermediate (CEC)	Govt. Junior college, Chinnaorampadu.	Board of intermediate Education	April 2009 75 %
S.S.C	Z.P. High School, Chinnaorampadu, Kadapa (Dist).	Board of Secondary Education	March 2007 62 %

**Skills:**

- SAP FI
- Tally ERP 9.0
- Quick Books
- Oracle 11i & R12 AP Module
- MS Office (Word, Excel, PowerPoint)
- Windows (all)

**Work Profile Summary:**

Total Experience Is 5 Years and 2 Month In General Accountant. (Accountant, Accounts Payable and Invoice Processing, Tally ERP 9.0., Quick Books and UAE VAT).

**PROFESSIONAL EXPERIENCE:**

<b>Company</b>	Royal Blue Coast Yachts Rental LLC, Al Quoz, Dubai, UAE
<b>Department</b>	Accounting Sector
<b>Roll</b>	<b>General Accountant</b>

**Work Profile:**

Mar -2019 – Till Date.

- Dealing with the preparation and submission of VAT returns on a monthly basis
- Manage all accounting operations.
- Complete VAT requirements and assist in reviewing and timely filling of accurate VAT returns of Company.
- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Managing day-to-day transactions and processing business expenses.
- Managing monthly budgeting tasks.
- Build and maintain strong working relationships with client teams.
- Reach out to customer leads through cold calling.
- Create frequent reviews and reports with sales and financial data.
- Develop periodic reports for management.
- Keep information confidential and secure them with random database backups.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.

<b>Company</b>	G R R Electromechanical LLC, Abu Hail, Dubai, UAE
<b>Department</b>	Accounting Sector
<b>Roll</b>	<b>General Accountant</b>

**Work Profile:**

Jan -2017 - Jan -2019.

- Dealing with the preparation and submission of VAT returns on a monthly basis
- Preparing and filing of VAT returns periodically, without fail.
- Providing advice on tax planning and VAT.
- Preparation, validation and submission of monthly and quarterly VAT returns for the UAE entities.
- Handle VAT reporting (payables and receivables). Ensure collections and payments are done in line with UAE regulations.
- Prepare and manage all documents in line with VAT regulations and other related activities.
- Processing invoices.
- Handling Purchase Order, Non Purchase Order Invoices and priority invoices.
- Daily inputting of sales & purchase invoices to the finance system.
- Generated budgets and forecasts on a quarterly basis and presented to the management team.
- Managed the internal and external mail functions.
- Generating weekly report on process updates.
- Maintained customer relations and communications.

<b>Company</b>	Shoofan Tiling Works LLC, Deira, Dubai, UAE
<b>Department</b>	Accounting Sector
<b>Roll</b>	<b>General Accountant</b>

**Work Profile:**

Nov-2014 – Nov-2016.

- Accounting of Invoices for Payments to supplier in Quick Books applications.
- Prepared company accounts for audit submission.
- Prepared annual company accounts and reports
- Scheduled client appointments and maintained up-to-date confidential client files.
- Managed accounts payable, accounts receivable, and payroll departments.
- Prepared weekly, monthly and quarterly reporting schedules for Finance review.

**Achievements:**

- I have got “Summit Award” for maintaining consistency in quality.
- I have got Five times “Performer of the month” award.

**Personal Details**

Fathers Name : V. Chandra Reddy  
Sex : Male  
DOB : 06/20/1992  
Marital Status : Single  
Nationality : Indian  
Language Known : English, Kannada, Telugu and Basis Hindi  
Hobbies : Playing Cricket and Browsing Net

**Declaration**

I Hereby Declare That The Information Furnished Above Is True And Correct To The Best Of My Knowledge.

Place: Dubai U.A.E

Date:

(Amareswar Reddy)