

CURRICULUM VITAE

Naveen Thatipamula

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SUMMARY

Result- driven finance professional with 7 years of commendable success. My aim is to carve a niche for myself in a corporate world where I can utilize my knowledge and have a continual advancement of skill. Recognized with the development and implementation of automated processes that have proven to increase productivity while mitigating risk and increasing the profitability of organization.

AREAS OF EXCELLENCE

- Accounts Payables & Accounts Receivables
- General ledger, P&L, Balance sheet
- Preparation of Payroll Statements
- GST Returns preparation and filing on time
- Preparation of Financial Statements
- Raising early and proactive alerts on critical items
- Assist external Auditors as and when required
- Preparing Projections and Advance tax planning
- Fixed Asset Accounting
- Journal Entries, Accruals, Processing of Invoices
- TDS returns and follow its statutory compliances
- Bank Reconciliation statements
- Record to Report
- Timely and Accurate Closure of Accounting and reconciliation.
- Periodic Analysis of Account Balances and Movements
- Following other statutory laws in India

CAREER HIGHLIGHTS

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- Vital role in Planning and maintain yearly trend and good at financial figures
 - Contributed ideas for increase of profits, Tax planning and mitigate of expenses.
 - And maintaining records at any point of time of Organization & Management's individual tax files and correspondence with auditors regarding Notices/Showcase notices

PROFESSIONAL EXPERIENCE

Current Employer: DorusMax Pharma,

Process: Accounts Manager

March 1st 2021 to Present

Responsibilities

- Posting of month end journals and closings
- Research and resolve invoice discrepancies and issues
- Posting Journal Entries and cross checking of other expenses of prepaid and out standings.
- Maintaining reports of Advances received and clearances with sales team
- Assist to sales team to collect the receivables from customers
- Filing of GST Returns (GSTR-1, GSTR - 3B, GSTR -9, any other returns when its required)
- Following & deducting TDS as specified in Act and maintain proper records as per Income Tax Act.
- Bank reconciliation statements, Preparing MIS reports as and when required
- Preparation of outstanding statements of Receivables & Payables and timely payments to suppliers
- Preparing TDS Reports quarterly to file accurately and as per statutory compliances there on.
- Preparing of Financial statements Monthly, Quarterly, Half Yearly and annually for forecasting and analyzing
- Periodic Analysis of Account Balances and Movements
- Timely and Accurate Closure of Accounting and reconciliation
- Product wise movement analysis
- Liaise with bank officials, internal and external auditors

- Assisting Auditors in preparation of Profit & Loss Account, Balance Sheet and its schedules
- Assist to internal and External Auditors to finalize the books of account
- Any other duties as and when requested by management

Previous Employer: Vasundhara Diamond Roof Pvt Ltd.,

Process: Assistant Manager – F&A

February 23rd 2020 to February 24th 2021

Responsibilities

- Reconciliation of Branch Accounts
- Posting of month end journals and closings
- Research and resolve invoice discrepancies and issues
- Posting Journal Entries and cross checking of other expenses of prepaid and out standings.
- Maintaining reports of Advances received and clearances with sales team
- Assist to sales team to collect the receivables from customers
- Filing of GST Returns (GSTR-1, GSTR - 3B, GSTR -9, any other returns when its required)
- Preparing Payroll statements and filing returns on time of Professional tax, EPF & ESI.
- Following & deducting TDS as specified in Act and maintain proper records as per Income Tax Act.
- Timely payments of TDS Challans, EPF, ESI, Professional Tax, Salaries
- Bank reconciliation statements, Preparing MIS reports as and when required
- Prepare & Submission of Stock Hypothecated statements and other related reports to Banks on monthly basis
- Preparation of outstanding statements of Receivables & Payables and timely payments to suppliers
- Preparing TDS Reports quarterly to file accurately and as per statutory compliances there on.
- Preparing of Financial statements Quarterly, Half Yearly, annually for forecasting and analyzing
- Generating sales reports as and when required management and auditors
- Periodic Analysis of Account Balances and Movements
- Timely and Accurate Closure of Accounting and reconciliation
- Preparing Projections and forecasting
- Liaise with bank officials, internal and external auditors
- Assist to management to pay advance tax planning and to take decisions related to financial planning
- Assisting Auditors in preparation of Profit & Loss Account, Balance Sheet and its schedules
- Assist to internal and External Auditors to finalize the books of account
- Maintaining all records of Management's Individual files
- On time Reporting to Auditors/ Tax officials for responding to IT Notices as and when required
- Any other duties as and when requested by management

Previous Employer: Tibarumal & Sons

Process: Accounts Executive

August 24th 2014 to 26th Aug 2019

Responsibilities

- Posting of Day to day Transaction Entries, Invoice processing, Accruals
- Posting Journal Entries and cross checking of other expenses of prepaid and out standings.
- Maintaining reports of Advances received and clearances with sales team
- Assist to sales team to collect the receivables from customers
- Filing of GST Returns (GSTR-1, GSTR - 3B, GSTR -9, any other returns when its required)
- Preparing Payroll statements and filing returns on time of Professional tax, EPF & ESI.
- Following & deducting TDS as specified in Act and maintain proper records as per Income Tax Act.
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- Timely and Accurate Closure of Accounting and reconciliation
- Preparing Projections and forecasting

- Liaise with bank officials, internal and external auditors
- Assist to management to pay advance tax planning and to take decisions related to financial planning
- Assisting Auditors in preparation of Profit & Loss Account, Balance Sheet and its schedules
- Assist to internal and External Auditors to finalize the books of account
- Maintaining all records of Management's Individual files
- On time Reporting to Auditors/ Tax officials for responding to IT Notices as and when required
- Any other duties as and when requested by management

EDUCATION & CREDENTIALS

- **B. Com** from Osmania University in 2014
- CA- CPT (Foundation Course) from Institute of Chartered Accounts of India (ICAI) in 2007
- **CA-PCC** (Inter) from ICAI in 2011(Discontinued) **Articleship** Completed
- Information Technology Training Certificate (ITT) obtain by ICAI

PERSONAL & TECHNICAL SKILLS

- Solid knowledge in **Accounting & Taxation** (General Accounting, AP/AR, RTR, Preparation and analysis of Financial Statements, CFS, P&L, Balance Sheets)
- Good Knowledge in **Corporate Actions** (Bonus, Split, Rights, Buy-Back, Dividend, Merger & Demerger)
- Strong Knowledge in **Equity & Currency Derivatives and obtained Certificate from NISM.**
- Knowledge in **Primary & Secondary Markets**
- Knowledge in **Mutual Funds & Fund Accounting**
- Good Command in Tally ERP, MS-Word & MS- Excel
- Knowledge in SAP FICO & QuickBooks
- Implementing new Ideas to mitigate future contingents & generate reports on time
- Process Improvement Ideas
- Multi-Tasking
- Time Management

PERSONAL INFORMATION

Father Name : Madhusudan
 Gender : Male
 Date of Birth : 16th July 1990
 Pass Port : Yes

Acknowledgement:

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the particulars.

Naveen Thatipamula