

Srikanth Geddam

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Career Objective:

A professional specialized in **Accounts & Administrations** with 5 years of diversified experience in both practice and industry, Able to manage multiple assignments while meeting tight deadlines and having Basic knowledge of **Tally ERP & Manual** accounting as well as advanced knowledge of **MS-office package**.

Seek challenging responsibilities in a professional environment where my knowledge and skills can be put in for the mutual growth organization and myself

SKILL SET

- Accounts Payable
- Bank Reconciliation
- General Ledger
- Invoice Management
- Financial Services
- Accounts Receivable
- Financial Accounting
- Cash Flow Management
- Cash Accounting

EDUCATION

- Board of Intermediate +12 (MPC) from Sri Gayatri Junior College, Hyderabad India, 2012
- Secondary School from Mother Theresa High School, Hyderabad India, 2010

WORK EXPERIENCE

Chelsea Plaza Hotel

August 2015– November 2018

Accountant cum Administrator.

- Compile and analyze financial information to prepare financial statements including monthly and annual accounts.
- Ensure accurate and timely monthly, quarterly and year end close.
- Maintain petty cash accounts and log all outgoing disbursements
- Monitor all vendor payment agreements to find discounts that can be used to reduce invoice amounts
- Responsible for paying all sales tax on appropriate invoices and making a note of each tax payment.
- Reconcile payable reports each month to confirm that all amounts paid were accurate
- Keep track of credits owed to the company and ensure all credits are properly applied to vendor payments
- Resolve collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department
- Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals; preparing reports
- Resolve accounting discrepancies and irregularities.

- Compute taxes owed, prepare tax returns, ensure prompt payment.
- Inspect account books and accounting systems to keep up to date.
- Organize and maintain financial records.
- Sales order processing.
- Managing daily post in and out.
- Receiving and processing all invoices, expense forms and requests for payment.
- Managing petty cash transactions.
- Reconciling finance accounts.
- Payroll preparation.
- Improve businesses efficiency where money is concerned.
- Make best-practices recommendations to management.

Al-Ras Hotel

August 2013– October 2015

Accountant cum Administrator.

- Responsible for All Cash in and out from all the restaurants.
- Maintained monthly Sale reports.
- Data Entry for all in and out Items.
- Maintained Inventory for F&B Unit.
- Handling Marketing & purchasing hotel F&B.
- Taking care of all frozen and Dry Store.
- Payroll Admin for all hotel Staff.

Computer Skills

- Basic Working knowledge in Tally
- Working knowledge in MS OFFICE Package

Personal Information

- Nationality :Indian
- Birthdate :10.10.1992
- MaritalStatus :Single
- Sex :Male
- InterestedIn :Travelling,playingCricket ,Listening Music.

DECLARATION:

I do hereby declare that all the information given above is correct and true to the best of my knowledge and belief.

Srikanth Geddamm

