Experience: **9 years (United Arab Emirates and India)**

Educational Qualification: **MBA (Finance & Marketing)**

Key skills: **Accounts Receivable, Accounts Payable, Financial Accounting Bookkeeping, General Ledger, Intercompany, Bank Reconciliations**

Mobile: **+919381541951**

Current Location:Hyderabad, India

Email: **natarajgoud24@gmail.com**

# CAREER objective

To excel in the field of Finance and Audit, leveraging upon my experience and skills in these avenues. I wish to contribute my knowledge of various processes and methods to profit the company wherein I can further my professional advancement.

# experience

**SMEG Distribution LLC July 2018 to April 2020 Designation: Accounts Executive**

* Accounts Receivable - invoicing, collection, payments, receipting and reporting.
* Accounts Payable - purchase orders, payment approval, processing and recording.
* Records supplier invoices after ensuring appropriate documentation and approvals on a timely basis
* Management and preparation of daily cash position report.
* Performs reconciliation with suppliers, inter-group receivables and payables, bank and petty cash.
* Responsible for the timely payment of all vendor liabilities.
* Credit control management: following up with clients to ensure timely payment.

 **JMA Super Market LLC Dec 2017 to July 2018**

 **Designation: Accountant**

* Records Supplier invoices after ensuring appropriate documentation and approvals.
* Accounts Payable-purchase orders, payment approval, processing and recording.
* Preparation of daily cash report.
* Suppliers reconciliation and timely payment of all vendors.
* Assist the Accounts manager in preparing month end reports.
* Attending physical stock-takes and ensure that it has to be done according to the company policy.

**LALS GROUP OF COMPANIES- UAE Oct 2010 to Oct 2014**

**Designation: Accountant**

* Day to day accounts entries.
* Inter-Company Reconciliation.
* Preparation and posting daily journal entries and maintenance of general ledger accounts.
* Follow up of receivables and timely payment to suppliers.
* Reconciliation of various accounts such as banks, cash, customer and supplieraccounts.
* Preparation of invoices, debit note, credit note, journals and other vouchers in financial Software system for day to day maintenance of accounts.
* Monitoring over ledger accounts of all expenses to trace out unnecessary expenses and proposing effective methods to management to eliminate such cost.
* Checking monthly supplier & customer aging report.
* Allocation of expenses to various departments (Sponsorship fee, Prepaid Expenses, Medical expenses, Insurance, Rent, Head office overhead.)

**Continental Contractors-Mumbai May 2009 - Sep 2010**

**Account Assistant**

* Maintaining day to day vouchers related clerical works.
* Book keeping of day to day transactions in Tally 5.4 and preparing Bank Reconciliation Statement (BRS) at specific intervals.
* Verifying & recording sales invoices & monthly expenses.
* Preparing Cheques & Receipt.
* Handling petty cash expenses & voucher entries

# education and achievement

MBA in Financial Management from Osmania University, Hyderabad, India 2006-08

Bachelor of Commerce from Osmania University, Hyderabad, India 2002-05

# Technical SKILLS

Operating Systems : Windows XP, Windows Vista, Windows 2007

Accounting Package: SAP Business One, Tally ERP, JD Edward and Navision ERP from Microsoft

Applications : Advanced MS Office

# personal details

Father’s Name : Bhooma Goud Passport No : T5166226

Nationality : Indian Issue Date : 21/04/2019

Expiry Date. : 20/04/2029

Date of Birth : 18/06/1984

Gender : Male

Marital Status : Married

Language : English, Hindi & Telugu