

ANITHA

Plot No.26 Flat 104 Sai Suvarna Enclave, Officers Colony, Sainathpuram, Dr. A S Rao Nagar,
Secunderabad - 500062, Telangana, India

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Finance & Accounts

- ↻ Offering an impressive experience of over 10+ years in accounting; including 6+ years on Reporting and Analysis.
 - ↻ Demonstrated capabilities in managing process verticals with strong background in implementing process improvements and quality initiatives for desired performance levels. Expertise in maintaining highest level of quality in operations; ensuring adherence to all the quality parameters and procedures as per the stringent accounting norms
 - ↻ Consummate professional with excellent planning, execution, monitoring and resource balancing skills, attention to detail as well as the ability to build and lead effective teams
 - ↻ Strong People Management Skills, capable of managing members having distributed skill sets, ensuring judicious utilization of resource as well as ensure skill upgrade, competence management, career planning, and mentoring of the team members as well as maintaining Quality, Productivity and Behavioral aspects of the Team.
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Career Contour

Salokh Cyber Services Private Limited, Secunderabad

Oct'10 - Dec'17

Sr. Process Associate

Playing a key role in:

- ↻ Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data.
- ↻ Reconciliation of Accounts Payables and Accounts Receivables
- ↻ Reconciliation of Intercompany accounts and Transactions
- ↻ Weekly Payments to Suppliers per supplier payment condition
- ↻ Activation of Fixed Assets and calculation of Depreciations month wise.
- ↻ Monthly reporting of Balance sheet and P&L accounts
- ↻ Manage daily and monthly accounting activities
- ↻ BTW (Foreign Sale Tax) calculation and passing relevant entries
- ↻ Record recharge entries for expenditure incurred in holding company on behalf of subsidiary companies.
- ↻ Preparation of interest calculation sheets as per agreements and prepare and book entries for New/ Old Loans interest Paid there on during the period.
- ↻ Review month end Journal Entries including recurring journals and setting up.
- ↻ Compare the current month expenditure and revenues with previous month.
- ↻ Reconciliation of annual reports with audit final reports.
- ↻ Making the provisions wherever require.
- ↻ All reports are explaining to Client through mail (Outlook) and Skype contact

Major Accountabilities:

- ↻ Making the provisions wherever require.
- ↻ Trained and supervised 4 new employees, ensuring they maintain fastidious attention to detail.
- ↻ Performed process analysis, and communicated recommendations to management
- ↻ Preparation of Specification sheets for Balance sheet GL codes and giving explanation for open amounts.

CKS Associates, Chartered Accountants, Hyderabad
Process Associate (for Dutch Project/Clients)

Feb'09 - Feb'10

Highlights:

- ✧ Handled Client wise auditing by using Twinfield Software with available information provided by client.
- ✧ Scrutiny of Accounts and Bank reconciliations.
- ✧ Prepare, examine, and analyze complex accounting records, financial statements, and financial reports to ensure accuracy and conformance to reporting and procedural standards.

Soham Software Services (P) Ltd

Accounts Manager

June'08 - Jan'09

Highlights:

- ✧ Expense Reporting & Reconciliation
- ✧ Month-end Reconciliation & analysis
- ✧ General Ledger Entries & Audits
- ✧ Accounts Payable & Accounts Receivable, Bank Reconciliation
- ✧ Monthly Salaries preparation and distribution
- ✧ Financial Statements preparation with support of Auditor
- ✧ TDS Returns filling
- ✧ STPI (Software Technology Parks of India) Work handled

M/s Panchajanya Textiles

Accounts In-Charge

Sept'06 - June'08

Highlights:

- ✧ Management satisfied with my work and handed over Statutory work within small period so that I got opportunity to learn and implemented new and smart work
- ✧ Day to day total accounting transactions to final accounting.
- ✧ Process journal entries and perform accounting corrections to ensure accurate records.
- ✧ Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data.
- ✧ Performed process analysis, and communicated recommendations to management.
- ✧ Reconciliation of Accounts Payables and Accounts Receivables.
- ✧ Reconciliation of Intercompany accounts and Transactions.

Academics

BCom | Sri Krishna Devaraya University | 1991

12th | Board of Intermediate | 1988

10th | Board of Secondary | 1986

Technical Skills:

- ✧ D.C.A (Diploma in Computer Application)
- ✧ Foreign accounting packages of Twinfield and Exactonline
- ✧ Invoice processing software Lucom scan station and Elvy.
- ✧ Indian accounting packages of Focus and Tally
- ✧ Type Writing – English Higher – 1st Division

Date of Birth: 12th Aug 1971 | **Linguistic Abilities:** Telugu, English & Hindi | **References:** Available on request