

DEETI VENKATESH

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Targeting new heights of success with integrity, hard work & dedication and leaving a mark of excellence on every step with continuous learning and development opportunities in a fast-paced and continually evolving environment.

Detail-oriented and highly organized Accounts Management Professional with nearly 8 years of experience in managing and processing high-volume invoices, ensuring timely payments, and maintaining accurate financial records. Proficient in reconciling accounts, managing vendor relationships, and utilizing accounting software such as Tally ERP 9.

Demonstrated ability to streamline processes, reduce discrepancies, and support the overall financial health of the organization. Adept at multitasking in fast-paced environments and committed to maintaining compliance with company policies and regulatory requirements. Strong analytical skills combined with a meticulous approach to financial reporting and problem-solving.

Proven track record in handling accounts payable, preparing financial statements, and conducting comprehensive financial analysis. Adept at managing budgets, forecasting financial trends, and ensuring compliance with regulatory standards. Expertise in leveraging accounting to optimize processes and enhance accuracy.

CORE COMPETENCIES

Strategic Planning | Accounts Management | Finance Management | Finance Statement Preparation | Accounts Payable | Decision-making Support | Invoice Processing | Financial Data | GST Return Preparation | Bank Reconciliation | Vendor Payments | Inventory Management | Purchase Invoicing | E-Way Bill | Sales Invoice | Team Management

ACADEMIC CREDENTIALS

- ICWAI (Inter) from The Institute of Cost Accounts of India, The Institute of Cost Accounts of India in 2020 with 56%.
- B.com from Affiliated to Kakatiya University, Warangal, T.S, Vani Sri Degree college, Karimnagar in 2012 with 68%.
- Intermediate from Board of Intermediate Education, A.P, Trinity Junior College, Karimnagar in 2009 with 80%.
- SSC from Board of Secondary Education, A.P, Z P High School, LMD Colony, Karim Nagar in 2007 with 76%.

Skills:

- Tally ERP 9 Microsoft Dynamic Navision 2016 MS Office.

EMPLOYMENT OUTLINE

Sep 2023 – Aug2024: Ravi Kumar & Associate, Hyderabad as Finance Associate

Key Deliverables:

- Assist in the preparation of balance sheets, income statements, and other financial reports.
- Analyze financial data to identify trends, patterns, and discrepancies. Provide insights to support decision-making processes.
- Distribute invoices to the correct recipients to notify them of payments owed or received.
- Identify missing purchase orders on invoices and documents and address the issue.
- Classify and recommend improvements to existing financial processes and workflows.
- Communicate financial insights and updates to management and other departments.
- Provide financial information and support to internal and external stakeholders.
- Make investigative phone calls when there are discrepancies or unclear elements on the invoice.
- Help customers establish automatic payment plans and switch to paperless record-keeping.
- Process vendor invoices, ensuring timely payment and accurate records.
- Participate in the implementation and improvement of financial systems and software.

Feb 2022 - Sep 2023: Eurofins Advinus Bio Pharma Services Pvt Ltd

Key Deliverables:

- Compiled and finalized balance sheets, income statements, and other financial reports.
- Analyzed financial data to identify trends, patterns, and discrepancies. Provided insights to support decision-making processes.
- Supported the creation of budgets and financial forecasts, providing variance analysis.
- Managed financial transactions, including payroll, expense reports, and purchase orders.
- Distributed invoices to the appropriate recipients to inform them of payments due or received.
- Recognized missing purchase orders on invoices and documents and resolved the issue.
- Ensured timely processing of payments and maintained accurate records.
- Ensured all invoice processing complied with company policies and regulatory requirements.

- Prepared and distributed regular reports on invoice status and discrepancies.

Jul 2016 - Feb 2022: Sri Ramanjanaya Traders (Cement& steel), Karimnagar as Accountant

Key Deliverables:

- Ensured the integrity of accounting information by verifying, allocating, posting, and entering transactions.
- Reviewed inter-company transactions and bank statements and generated invoices.
- Maintained the general ledger by inputting daily financial transactions.
- Carried out the account's reconciliation, including investigating differences, resolving differences & generating reports.
- Recorded and maintained all accounting transactions.
- Reconciled and looked after the accounts payable.
- Held accountable for collecting information and preparing balance sheets, profit and loss statements, and other reports to summarize the existing financial status. Prepared and submitted invoices to customers.

PERSONAL DETAILS

- **Date of Birth:** 5th Feb 1992
- **Language Known:** Telugu, English, Hindi
- **Nationality:** Indian
- **Permanent Address :** FF-5, Block No.29, Site-2, Chinthakunta Karimnagar, Telangana, Pin code: 505001, India.