

# HARIBABU.GATTEM,

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## **Professional Summary**

Result Driven professional having rich experience in management of accounting and finance operations in computerised environment , preparation of financial reports ,cash management.rich exposure of performing assigned job with minimum supervision.main area are maintain cash and petty cash , accounting payables ,accounting receivables (recoverycontrol) GL, Payroll ,Fixed assets ,Inventory Control Physical stock checking ,Experience of working in various softwares like Tally ERP and easy to learn and working any customised software and now in Dubai on visit visa.

## **Working Experience:**

### **November 2018 to feb 2023 - Finance and Senior Accountant .**

#### **Barka water factory I.I.c, Barka ,Oman**

- Major in Operate and maintain cash and registers and petty cash .Count money in cash each morning and night Calculate cash deposits and prepare them for the bank
- Responsible for all accounts receivable ranging from daily billing functions to adjustment and correction of entries to ensure accuracy.
- Notified customers of payment terms, and explained the payment process according to company procedures to avoid ambiguity.
- Verified with customers with regard to all overdue invoices and arranged for payment if no discrepancy was found, thereby reducing delinquent accounts.
- Vouching of Various Books like Purchase Book, Sales Book, Cash Book, and Journal Book.
- Preparation of age wise Debtor & Creditors Statement and Accounts Receivable & Payable Statements.
- Payroll Sheet Including Leave & Final Settlement for Employees.
- Preparation All Type Of Vouchers and the Same Feeding In Computer.
- Passing Purchase Bills Making Payments to the Creditors, Debtors Follow Up, Daily Bank Reconciliation Statement.
- All Accounts & Administration Related Work.
- Maintaining Personal Ledger.
- Maintaining and supervision all financial Accounts and preparation of financial reports like income statement, balance sheet, and expenses analysis in weekly ,monthly and required basis

#### **Taxation work:**

- Preparation of Tax Audit Report and sent to auditor.
- VAT Filling

### **2014 to 2018 -Audit Assistant**

working as an Audit and accountant Assistant in **AK LUNAWATH & ASSOCIATES, Chartered Accountants(Chennai)** From August 2014 to 2018 , Involved in handling Preparing and Finalisation of Accounts, Tax Audits, Project Finance, tax representations for various clients.

### **Educational Qualification:**

- Bachelor of Commerce From Sri Y.N College Affiliated To Andhra University, Narasapuram.
- Intermediate from Sri Krishna Devaraya Jr College With 69% under Board of Intermediate A.P in 2009.
- SSC from Z.P High School With 64% under Secondary Education Examination Board A.P in 2007.

### **Software & Accounting Packages**

- Basic of computer.
- Working Knowledge of MS-Excel and MS -office
- Working Knowledge of Internet.
- Financial accounting on Various accounting Software
- Experience of working in various software like Tally ERP and easy to learn any customised software

### **Personal Strength**

- Responsible.
- Listener
- Goal oriented: results achiever, Meeting deadlines
- Prioritising tasks.
- Punctual
- Analytical and Problem Solving Skills

### **skills**

Attention to detail  
Cash drawer maintenance (petty cash)  
Flexibility  
Honesty  
Ledger balance management  
Numeracy

### **Personal Profile :**

Name	: Haribabu.Gattem
Father name	: Satyanarayana
Date of Birth	: 21-05-1992
Gender	: Male
Nationality	: INDIAN
Material status	: Married
Languages Known	: English, Hindi,Telugu & Tamil.

### **Declaration :**

I hereby declare that the above furnished Information is true to the best of my knowledge and I am confident of ability to work.

Place: DUBAI

(haribabugattem)

Date: