

## DURGAPRASAD CHOUTA

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Senior Account Executive Expertise in managing financial records, ensuring compliance with regulatory requirement, and optimizing financial processes for Private Sector – Health Care Organizations and Trading Finance with a diversified 8-year background. Self-motivated and able to set effective priorities to achieve immediate and long-term goals to meet operational deadlines. Extensive experience in Centralized accounting, Accounts Receivable & Payables.

### CORE COMPETENCIES

- ❖ Financial Reporting
- ❖ ERP Implementation – Oracle
- ❖ Credit Control Management
- ❖ Account Reconciliation
- ❖ Financial Analysis
- ❖ Team Leadership and Supervision
- ❖ Budgeting-cost controlling-forecasting skills
- ❖ Auditing-Internal Control

### EMPLOYMENT SCAN

Since Oct 2015 till Feb 2024 with NEW MEDICAL CENTRE HEALTHCARE

**Designation: Senior Account Executive**

Reporting to Finance Manager

- ❖ Preparation of daily, weekly, and monthly bank reconciliations – Processes bank transfers, Credit card payments, Cash flow Analysis and Reconciliation.
- ❖ Identifying and resolving discrepancies between the company's financial records and bank statements and maintaining relationship with banks and financial institutions to manage and resolve discrepancies and ensuring all transactions are accurately up-to-date, records of all transactions including treasury and any errors are promptly corrected.
- ❖ Managing documents related to letter of credit, guarantee and other financial records.
- ❖ Managing Fixed asset activity, reconciling fixed assets schedules including Addition, Disposal, tagging etc and working with the Project managers to monitor the process of capitalization projects.
- ❖ Management of overall Payroll with WPS requirements.
- ❖ Reconciliation of accounts payable and receivable ledgers – Oracle – Enterprise resource planning.
- ❖ Overseeing the processing of invoices, payments, and receipts.
- ❖ Managing vendors relationships and ensure timely payments.
- ❖ Maintaining and reconciliation of the general ledger accounts.
- ❖ Preparing monthly, quarterly, and annual financial statements.

- ❖ Ensuring all journal entries are recorded accurately and in a timely manner.
- ❖ Timely finalization of monthly accounts meets regional & corporate reporting deadlines and performing business/product/customer profitability analytical reporting.
- ❖ Control over general Administration matters related to Insurance, Vehicle fees, Registration & renewal of Agency Contracts, Rental contracts, Group Trade license, visas etc.
- ❖ Generating reports for management review, including cash flow statements, income statements, and balance sheets.
- ❖ Assist in the preparation of budgets and forecasts.
- ❖ Conducting periodic audits of financial transactions and documents.
- ❖ Ensuring compliance with accounting and regulations.
- ❖ Implementation and maintaining internal controls to safeguard company assets.
- ❖ Analyzing financial data to identify trends and provide insights for decision-making, monitor and report financial improvement.
- ❖ Delegating staff and ensure team members are meeting their objectives.
- ❖ Identifying and implementing improvements in accounting process and systems.
- ❖ Ensure efficient and effective use of accounting software and tools.
- ❖ Stay updated with the latest accounting technology and best practices.

### EDUCATION

- ❖ Master of Business Administration – MBA (Banking and Insurance) – Sahyadri College of Engineering & Management – Visvesvaraya Technological University.
- ❖ Bachelor of Business Management- BBM – Shree Dharmastala Manjunatheshwara College – Mangalore University.

### CERTIFICATION

- ❖ MS Advance Excel 2013 – NIIT – A GRADE
- ❖ Accounting Foundations

### COMPUTER PROFICIENCY

- ❖ Application software: ERP based – ORACLE, Tally ERP 9
- ❖ MS Office, MS Word, MS PowerPoint, Internet Applications, Common Operating System.

### PERSONAL DETAILS

- ❖ Date of birth: 17-03-1990 – Nationality: INDIA
- ❖ Marital Status: Single
- ❖ Passport Details
  - Passport No: V8331471
  - Date of Issue: 22/09/2021
  - Date of Expiry: 21/09/2031
- ❖ Visa Status: Visit Visa
  - Date of place of issue: 27-09-2024
  - Valid until: 25-11-2024