

SAYA SHARATH KUMAR



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Validity: 11-07-2032

Profile Summary

Highly motivated and cause driven always going above and beyond my role and helping business with many roles as Logistics Manager, Invoice and Sales and many more. With a passion to work and fulfill anything. Having 5+ years of experience in various roles as Account Management, Logistics Management, Invoice Management, Vendor Management. Looking for a challenging and fascinating career opportunity in the field of accounts where I can work for a long period of time and achieve growth in my career.

Areas of expertise

- Knowledge in double entry bookkeeping and accounting.
- Very strong knowledge in maintaining Cash Book and Ledger.
- Ability to multitask to avoid delays in processing orders.
- Excellent customer service skills, aimed at achieving customer satisfaction.
- Well equipped in troubleshooting cash registry machines.
- Lead in growth and expansion strategy of business.
- Expense account variance.
- Budgeting & forecasting.
- Managing purchase and sales sales invoice.
- Managing Supply Chain.
- Invoice coding familiarity..

Work experience:

TNR Constructions:

TNR is a leading construction company in both residential and commercial sector in Hyderabad with 70+ properties built. Company has main divisions I.e. UPVC,RMC

Accountant(UPVC)

June 2019 to till October 2022

Responsibilities:

- Maintaining cash flow and accounting database using Tally.
- Manage accounting activities to ensure compliance with accounting principles, policies and external audits.
- Review and analyze the income statement, cash flow statements and variance narratives.
- Contact with clients regarding purchase, sales and payments.
- Review with banking works regarding payments and receipts.
- Interact with existing vendors for materials.
- Work closely with Invest Banking Manager aggressively to progress transactions.
- Achieving the sales target and focusing on increasing sales.
- Maintaining customer relationships in order to build long term brand loyalty.
- Effectively utilize company resources, including inventory and advertising such as handling social media (instagram ,facebook ,twitter ,snapchat) to promote and reach out to every customer.
- Mentor and help colleagues.

New Globus

About the company: **New Globus** is a warehouse, distributor center and marketing company for all the luggage products manufactured by Space, Safari through out the twin Telugu states of Andhra Pradesh and Telangana (India). Space and Safari are the top tier luggage brands in India with a turn over around 2+ Crores yearly

Accountant/Head of

warehouse 2017 to May 2019

Responsibilities:

- Accountant/Head of warehouse Maintaining the cash book and updating cash receipts and payments.
- Vendor Management with cracking deals and upselling the product.
- Able to handle warehouse independently, Updating stock on every day basis, well versed with computer and have experience in Tally.
- a good listener and have communication skills, Write and maintain accurate written procedures for all main inventory control processes and functions.
- Maintain the coordinational relations with all other departments and outlet, responsible for managing and running planned stock takes.
- Perform cyclic stock checks, Check and adjust shop floor as per the place and requirement.
- Preparing the invoices for the clients, follow up on Accounts receivable with the clients.
- Preparing the MIS reports on cash receipts and payables.

- Managing 10+ work force in logistics and supply chain for both Vendor and Clients.
- Produce profit and lose statement and other financial reports, including audit vendor list price.

Technical skills

- TALLY.ERP9, TALLY PRIME, MS-Word, MS Power Point, MS Excel, .

Education Qualification

Course Name	Institute/Department Name	University Name	Percentage
BCOM	SRM UNIVERSITY	SRM University (Chennai)	discontinued
Intermediate	MPC Sri Chaitanya junior kalasala	Intermediate board	60%
SSC	Sri Sai Public school	ICSE	78%

PERSONAL DETAILS

Name : S Sharath kumar
 Date of Birth : 08-01-1989
 Father's name : S N Prasad
 Gender : Male
 Languages : English, Telugu & Hindi

Declaration

I hereby declare that all the particulars stated above are true to the best of my knowledge and belief.

Place: Hyderabad.

(S Sharath kumar)