**RESUME**

G.P.CHANDRA MOULI

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**CAREER OBJECTIVE**:

Would like to take up a challenging position in finance, where I can leverage my skill and knowledge for the growth and development of the organization, while growing my management skills and career path.

**Presently Associated with KEI-RSOS MARITIME LTD, Kakinada As a Deputy Manager (Accounts and Finance) Since June 2008**

**Profile:-**

* Education –
* Master of Commerce – Specialization of Financial Accounting & International Accounting.- (Andhra University).
* Computers Skills –
  + SAP – FICO.
  + PGDCA.
  + ERP Tally Prime.
* Expertise
* Customer Management.
* Negotiation.
* Problems Solving.
* Time Management.
* Conflict Resolution.
* Empathy.
* Team Work.

KEI-RSOS Maritime Limited has been established in 2000 & has started its operations along with the privatization of ports and oil fields on the east & west coasts of India. And with rich experience in marine and infrastructure projects like Port management, Oil & Gas, Logistics and power sector.

**Work activities:**-

**Work Activities:-**

Pilotage, mooring services, hawser and hose handling, tanker pull back for crude off tank operations from FPSO (Floating production storage and offloading) & SPM & Diving, under water inspection, SPM (single point mooring operations) O & M (oil spill management) and certifications. Coastal and ocean towage and security patrolling for offshore installations. Deployment, operation and maintenance of oil spill response pilotage and mooring services. And salvage operations etc…

It is a Group Company and it has Branches in Major Port Cities all over India, I am working in head office which has Central Accounting System.

**Reporting: - Chief Financial Officer & AGM**

**I am working in Head office – Kakinada.**

**Revenue Invoices:-**

* Gathering Information from Base Managers regarding of Vessel working status.
* Monthly Clients Charter Invoices preparation.
* Posting Monthly Revenue Invoices in Data Base.
* Coordinating/ Resolving Clients queries.
* Maintaining Check list Clients wise.
* Ensure Tax part amount accounted accurate in data base.
* Monitoring Client wise Records.
* Reconciliation of Receivable & Sending mails to Clients for Balance Confirmation.
* Preparation of Management information statement monthly.
* Raising Credit Note/ Debit Note.

Personal Information

Marital Status - Married .

Communication Address –

* Venkata Nagar, Kakinada. Pin code 5330033
* Andhra Pradesh.

Languages Known.

* English.
* Hindi
* Outstanding Receivable statement preparation and follow up with clients.

**Processing of Accounts Payable:-**

* Receiving Vendor Invoices/ Verification with Wo/Po.
* Coordinating with Procurement department.
* Payment Transactions Processing Purchased order/Non Purchased Order.
* Execute payment run as per the company’s guidelines.
* Scrutiny of each vendor ledger and ensure the Invoice accounted accurately.
* Interact with all Vendors.
* Responsible for monthly and yearly closing activities.
* Monthly closing activities/including preparation/review and posting of journal entries, Reconciliation of Vendor accounts.
* Resolution of Vendors queries, discrepancies.
* Preparation of forex payment documents and liaising with Banker.
* Monitoring Vendor Advance Ledger.

**Participating Financial in Activities:-**

* Preparation of Supporting documents during the Audit.
* Preparation of Depreciation Statement and posting Entries..
* Prepaid Expenses Statement.
* Closing Stock Statement.
* Reconciliation / Provisional for Expenses statement.
* Reconciliation of Trail Balance.
* Preparation of Draft financials.
* Maintaining of Financial Reports.
* Liaising with Statutory and Internal Auditors.
* Preparation of other Document as required by Management and Auditors.
* Posting Audit Closing Entries

**Statutory work Activates;**

* Ensure all GST tax Invoices accounted in data base accurately.
* Scrutiny of GST ledgers and Generating GSTR3B and GSTR1 Data.
* Reconciliation ITC with GSTR 2B.
* Preparation of GST tax payable workings.
* Ensure timely and accurate filing of GST returns.
* Identify the RCM applicable Vendor list and Calculating and passing entries.
* Liaising with GST Auditors.
* Scrutiny of TDS ledgers and ensure all Tax accounted in accurately.
* Preparation of Statutory Liability statements and take approval.

**Salaries Processing:-**

* Maintaining Individual Ledgers for each employee.
* Monitoring of Employees advance ledger.
* Coordinating with HR department.
* Posting in Data Base.
* Maintaining Full and Final Employees.

**Cash & Bank Related works.**

* Monitoring daily Cash and Bank transactions.
* Bank reconciliation.
* Maintaining Post Dated Cheques Statement.
* Processing of Travelling Bills.
* **Larson & Toubro Limited ( ECC Division- Gadimoga, Tallarevu) -2007-2008.**
* **Seethapathi Rao (Auditing firm)**

Kakinada:-

Dated: - Signature