

Curriculum Vitae

Emmadi Swapna

Lead Financial Accountant

Flat. No: A 307, ShantiBagh Apartments

Opp. Country Club, Begumpet, Hyderabad-500016

Email Id: swapna.emmadi90@gmail.com

Phone: 91 – 8331821705 /9704188011

Career Summary

I have 10+ year of Financial Accounting and MIS experience with good reputed Corporate Companies at Hyderabad. I am possessing creative problem solving and good analytical skills. I Successfully Answer all internal and external inquiries related to company revenue, costing, project profitability, MIS, US Payroll and all related to accounts about the whole projects and consultants. I am also leading a team of Ten assistants in accomplishing business goals and Targets.

Professional Experience

1. SkyBridge Solutions Pvt. Ltd

(March 2020 -Till Date)

SkyBridge is an Oracle Platinum Partner that delivers the full range of IT Enterprise solutions and services. SkyBridge combines the in-depth enterprise software expertise with the agility of an IT service provider. CMMI DEV Level 3 and ISO 27001:2013 certified company.

Designation: Lead Accountant

- Received High Five Award from Management – May-2020

Roles and Responsibilities:

- **Accounts Receivable** – Based on Agreement (Engagement summary) – Collect Approved timesheets- Validate the hours – Create Invoices in Quick Books – Submit to client through email/as client required- Do the follow-up once its past due- Collect the payments- Apply the receipts – Close the AR Part.
- **Accounts Payable** – Collect the Vendor Bills – Validate the bills – Enter the bill in QB books – Prepare Payment schedule based on funds available in company – Prioritize the payment as per the due- Cut the checks/ACH – Apply the payment - Close the AR Part.
- **US-Payroll** – Prepare Semi-Monthly Payroll for more than 8 companies means 18 payments in every 15days – Prepare Payroll for consultants – admin staff – management- Prepare Payroll sheet on spreadsheet (Excel)- Validate the numbers – Input the data on ADP Run & ADP Work Force – submit the payroll (We use ADP 2 software's)
- **Bank Reconciliation** – I have the bank access – everyday login the bank account through Net Banking – Recon with Quick books and do the reconciliation part on monthly basis.
- **MIS-** Prepare MIS Reports and submit to management on weekly and monthly basis – Sales Commission Spread reports – Project Burn Reports – Collection Report – AR Aging and AR Past due Summary Report – Vendor Past due list – Payroll Budget report – Project Profitability Reports – Cashflow for AR and AP & etc.
- **Lead** – I handled team 10-15 members – I support team to close each task from starting – Timesheet validation to books closings.
- **Skills** – Quick Books, MS-Office, MS-Excel, Outlook- Good Communication Skills- Always try to take a good decision based on situation – Good relationship with client (Calls and Email).

2. Kellton Tech Solutions Limited

(August 2016 – Feb-2020)

Kellton Tech is a full-grown software development company, offering end-to-end IT solutions, strategic technology consulting, Shared Services and product development services in Web, SMAC (Social, Mobile, Analytics, Cloud), ERP-BPM, and IoT space. The company is listed on India's largest stock exchange BSE and NSE Founded in 1993 and is ISO 9001:2008 and CMMI Level 5 certified.

Designation: Sr. Executive Finance and Accounts

- Bonus award for Outstanding performance for Accounts Receivables/Collections -2018
- Star Performance for April-2018 to June-2018.
- Best Performance -2019

Roles and Responsibilities:

I am the Lead of Core Accounts to charge with proper invoicing within standard policies reflective of the customer's requirements and agreements and I can manage a team of 10-15.

➤ Accounts Receivable:

Timesheets Follow-ups – Billing - Submission to customer – Aging – PayMatch - Collection & Closing.

- Assure timely collection of monies due and timely and accurate invoicing.
- Periodical reporting on Age Analysis / credit note / Estimated collection for cash flow preparation etc.
- Follow-ups, Aging's, and Escalations, Manage the day to day relationship with US and India Customers
- Initiate collection procedures on overdue accounts.
- Reconciliation of customers as per defined guidelines including balance confirmation process
- Daily communication with customers/ vendors via email & phone- Critical
- AR Aging Report Submission to management on weekly Basis.
- Submit expected collection presentation to management on weekly basis
- Maintaining up to date collection records (Project wise/Sales executive wise etc.)
- Calculate and post the quarterly accruals as per the expected hours from consultants
- Lead the transitions and assist the team and keep check on the action items, update the management accordingly on the issues and improvements.
- Worked with UBR (Unbilled Revenue) and BR (Billed Revenue)
- Submit UBR report to management and work hard to get involved by unbilled revenue.
- Forecast the expected collections, invoicing, and funds flow

➤ Accounts Payable:

Receive Vendor Invoice – Reconcile with Client Billing – Coding in Books – Payment Terms – Prioritize the Payment List – Processing the payments

- Complete AP Management for all US Based Vendors
- Validate the Vendor Invoices and will give time based quick response and Vendor payments of all statutory dues without exception.
- Invoice processing, payments and remittances, Vendor Master
- Payment Schedule as per fund availability and submit AP aging report to management on weekly Basis.
- Answer with the internal customers, third party vendors and external suppliers.
- Hands on experience in process of improvement and transition.
- Support with auditors internal & external. Resolve audit issues and improve control environment.

- Having experience with reporting and Analysis & managing remote 3rd party supplier relationships
- Coach and train employees in performing assigned tasks in order to maintain client satisfaction and high-quality customer service.
- Responsible for the day to day operation of the process and deliver results.
- Scheduled and Process the payments on timely it helps to maintain good workflow
- Forecast the expected cost and payments and submit to management to arrange funds
- Include all third-party payments in cash flow and forecasting and make a budget plan.

➤ **US Payroll:**

Collecting hours from consultants – Validate the hours – prepare payroll calculations and spreadsheets- Input data in ADP.

- Proficiency in Excel, ADP Run, Workforce & QuickBooks to prepare Payrolls
- Maintains payroll information by designing systems, directing the collection, calculation, and entering of data.
- Updates payroll records by reviewing and approving changes in W-4 exemptions, insurance coverage, 401K deductions, Child support, Wage Garnishment, job titles, and department/ division transfers.
- Maintaining records for employee advances, reimbursable and non-reimbursable expenses
- Balances the payroll accounts by resolving payroll discrepancies. Provides payroll information by answering questions and requests.
- Maintains payroll guidelines by writing and updating policies and procedures.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Co coordinating with various teams in case of requirement, Accounting, and reconciling Payroll records.
- Employee Query Handling related to Payroll and Salary Payments
- Give salary cost expenses data to audit team for accosting and cost purpose
- Expert in do changes on immediate payouts or priority unexpected and special payrolls
- Making payroll journal entries in QB on daily basis, accrual and actual
- Compare with bank statement and match the numbers
- Help the consultants to get their requires about salaries (Paystubs, calculations, hikes)
- Once submit the payroll I will put journal entries in company books (Quick books)

➤ **MIS:**

- Cash Flow, Forecasting, budgeting, and Statement of Accounts.
- Prepare Dashboards monthly, weekly, and daily basis
- Monitor the Inflow / Outflow of Funds, ensuring Optimum Utilization of available Funds
- Planning forecasting Revenue, Operating Expenses and Headcount forecasting
- Preparation and posting of Journal entries - Accruals, Prepaid, True Up, Depreciation, Amortization, Intercompany Transaction etc. (Accruals journals & Month end process)
- Work with Finance managers to close Month-end activities and closing of books of accounts
- Supporting Global BU and Finance leads with planning / Forecasting monthly close.
- Work on various analysis on Expenses, Revenue, prepare management requires
- Help Finance managers with analysis around customer profile and Sales analytics & employees' salaries
- All expenses reporting, Analysis, Sales, Revenue, Expenses analysis
- Responsible for Internal & External Audit & Budgeting

➤ **Reconciliation:**

- Document all Transaction, accurate numbers, find out the errors and match with accounts complete the reconciliation smoothly
- Enter all debit and credit transactions in company books
- All checks cleared or not if not list out the unclear checks and deposited checks
- Enter journal vouchers to reconcile books
- Monthly bank reconciliation for eight companies with different types of banks.
- Reconcile Accounts receivable statement with client statement compare both accounts and reconcile the outstanding open balances to get payments from clients
- Reconcile Accounts Payable statement with Vendor and third-party statement compare both accounts and reconcile the outstanding open balances to process vendor payments on time schedules
- Reconcile the payrolls numbers before and after submission

3. JNET Technologies Pvt Ltd

(November 2012 - August-2016)

JNET Technologies Pvt. Ltd. are based at Hyderabad, India, are a global information technology service provider offering technology solutions and managed services in verticals such as e Governance, Healthcare, Mobile, Retail, Telecom, Transportation since 2006. Premium, Reliable & Turn-key Capabilities in Application Development, Product Development, Identity Solutions, Geomatics, Telecom, Software Testing, Infrastructure/Midrange, DW/BI, Document Management System, Professional Staffing Services and Online Marketing. CMMI Level 3 Company.

Designation: Senior MIS and Accounts Executive

- Got Best employee Award in 2015 From CEO for Outstanding performance for Accounts Receivables/Collections.
- Star Performance Dec-2015 to March-2016.

Roles and Responsibilities:

➤ **Accounts Receivable/Collections/Invoicing/Billing:**

- Involved in raising invoices for all Clients, Process Customer billing and do invoicing part through customer portals
- Assure timely and accurate proper invoicing within standard policies reflective of the customer's requirements
- Starting to Ending knowledge of Accounts Receivables process
- Updates receivables by totaling unpaid invoices and paid invoices
- Respond/Handle to customer inquiries via email, Phone, and face to face Interactions
- Collecting Data and prepare weekly reporting of total invoicing /total aging /cash receipts/invoice adjustments
- Payments follow ups with customers as per given payment terms
- Once billing done will do follow up with customer and get the invoice Payment status on time and inform senior level management
- Support to internal and external audits and communicate to all departments (Finance, Managers and Admin Team)
- Analyze the Receivable funds and updating the same to management
- Involved in Credit Notes and as well Debit Notes
- Reconciliation with customer ledger accounts, proficient in closing and reconciliations of internal and external
- Preparing outstanding payments and Statement of Accounts for all Customers
- Protects organization value by keeping information confidential.

Major Clients: Accenture, SumTotal Systems, Kony Labs, TCS, Tech Mahindra, Fulcrum Worldwide. Huawei Telecommunication, Ericsson India Private Ltd, Samsung India Electronics Pvt Ltd, Vodafone India Ltd, ZTE India Pvt Ltd, Alcatel-Lucent India Pvt Ltd, Reliance, Wipro etc.

➤ **Accounts Payable Executive**

- Issuing Purchase Orders/Work Orders to Vendors.
- Sort, match and review invoices and resolve invoice discrepancies
- Set invoices up for payment and process cheques, Financial, administrative, and clerical services in order to ensure timely reconciliation of payments and Monitor accounts to ensure payments are up to the date.
- Verify all A/P transactions to ensure compliance and Prepare batches of invoices for data entry and enter data of invoices for payment
- Manage the weekly cheque run and maintain records of all cheques issued and Maintain sundry debtors register.
- Control and manage all cash payments, Process, and verify bills and make payments (Transport bills, Air tickets, E&C bills, etc.).
- Maintain updated supplier files and inventory files, Print, and distribute monthly payable reports.

➤ **MIS Executive:**

- Monthly Cash Flows which contains, Project Projection, Billing Projection, Collections Projection, Vendor Payments, Advances, Salaries and Tools Management
- Dashboard Submission to Management on monthly Basis.
- Daily Report Circulate to Management (Work Done, Billing, Payments &P/L Status)
- Generating the Reports and Submitting Trackers to Management.
- Daily Reports, Weekly Reports, yearly project's reports for Customers and Internal.
- Coordinate with Project Leads and get the updates regarding Work complications
- Leading a team of technicians, supervisors, coordination with vendors.
- Preparing report on site Expense on monthly basis
- Involved in payroll activities for telecom department

➤ **Accounts Executive:**

- Collecting and verifying bills for all Employees on weekly and Monthly basis.
- Creating fund request and verifying bills across all circles
- Ensure the expenditure details and submit to concern team
- Preparing Reconciliation data of all employees (bills, advances, salaries)
- Collecting, verify the Vendor Invoices and fund request is made accordingly
- Maintain data for Assets and submit the data to management on monthly basis.
- Prepare and Maintaining Agreements, Invoices, Purchase Orders, Advances, Reimbursements, Monthly trackers and submit to Reporting Manager.
- Accounting work, Maintain the data, generating the Reports and charts etc. and I have Good knowledge in MS Excel
- Bank/Vendor Reconciliation, Financial Calculation
 - Bills Process, Verification, and reimbursement to employees.

4. Fortlinks Impex Limited

(June 2011 - October 2012)

Fortlinks Impex Limited is mainly into imports and Exports dealings with companies residing in China/other Countries & Telecom Company based in Hong Kong. Established in the year 2011 with an intension to provide high class Telecom services. We are dedicated to delivering Customer Management and Billing Solutions for entrepreneurs, carriers, Telecom Calling Card Operators and Corporate companies based on Telecom.

Designation: Accountant/Admin

- Got **Best employee Award** in 2012 from Managing Director

Roles and Responsibilities:

- Voucher preparation, bookkeeping & data entry in tally
- Maintenance cash book and petty expenses on daily basis
- Preparing the Balance Sheet every Year and Coordinate with Chartered Accountant
- Daily cheque book and bank reconciliation
- Preparing the Employees Payroll Accounts and TD's VAT, CST, Sale and Purchase Invoice's
- Take care of bank accounts and prepare the record of bank details payments and Receivables
- Prepared purchase order and sale order and giving the monthly reports our management
- Prepared every month company Petty Cash and Bank Account Details
- Put the Payments Receivables and Sale Invoice and Purchase Invoices in Tally ERP as will Our Company Software Office management also
- Receive the Office calls and Preparing Attendance Sheet for staff
- Assistant of All Directors and Co-coordinator of Staff (towards Accounts Receivable, Accounts Payable, Fixed Assets, General Ledger, Management reporting, external reporting)
- Typing the Letters and Professional Bank Letters and Other
- Maintain Daily Expenses Bookkeeping & Writing and Preparing Reports, Documents.
- Arranging meetings, taking minutes, and keeping notes.
- Organizing and storing paperwork, documents, and computer-based information.
- Drafting official mails and maintaining database.
- Maintenance company cheque book and issues the other third parties, Take care of day to day accounting.

5. Taj Software System**(November 2009 - April 2011)**

Taj Software Systems Private Limited is a It is involved in Software publishing, consultancy and supply Software publishing includes production, supply, and documentation of ready-made (non-customized) software, operating systems software, business & computer games software for all platforms

Designation: Jr. Accounts Executive**Roles and Responsibilities:**

- Timesheet Management
- Collecting Timesheet's from consultants
- Validate and reconcile hours on weekly, bi-weekly and monthly basis
- Based on approved hours will create client invoices
- Submit final invoices to finance manager he will submit to client
- Involved in US payment (ADP Run).
- Prepare Semi-Monthly payrolls (Fixed Salaries, Hourly basis)
- Prepare Account Manager Sales Commissions and Burn Report
- Validate Vendor Invoices and schedule Payments
- Individual deference reports preparations
- And I worked as a Computer Faculty (MS-Office)
- To teach computer Basis skills and Internet to Students
- Involved in Payroll and Supported to Management
- Collecting fee from students and Giving the Monthly Collections info to Management along with Reports
- Voucher preparation, bookkeeping
- Documentation, Mail drafting and arrange the Meetings, time management.

Educational Qualifications

- **Master of Business Administration – Finance**, Holy Mary Group of Institutions, (JNTU) Hyderabad.
- **A Bachelor of Commerce**, from Government Degree College for Women, Begumpet, Hyderabad.
- **Intermediate**, from Government Junior College for women, Warangal.
- **SSC** from Government Girls High School, from Hanamkonda, Warangal.

Professional Certificate

- Completed PGDCA Computers course (MS-Office) at **Satyam Computers**
- I have completed **JKC** course from Government Degree College Begumpet, Hyd.

Technical Skills

- Quick Books
- ADP Workforce/Run
- MS Office
- Spreadsheets
- Zoho People
- Financial Reporting
- Tally

Major Financial Accounting Skills:

- US Accounting & Payroll
- Accounts Receivable
- Accounts Payable
- Bank Reconciliation
- MIS

Strength:

Team player
Planning and organizing
Communication skills
Problem analysis and resolution
Judgment and decision-making

PERSONAL PROFILE

- | | |
|------------------|-------------------------------|
| • Full Name | : Emmadi Swapna |
| • Father's Name | : Emmadi. Ramesh |
| • Date of Birth | : 30-11-1990 |
| • Marital Status | : Married |
| • Communication | : English, Hindi and Telugu, |
| • Interests | : Gardening, Listening music. |

DECLARATION:

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

Place: Hyderabad

(Swapna Emmadi)