



Swapna Kotla

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CAREER OBJECTIVE:

General Ledger Accountant with 7 Years of experience is looking for a challenging position that will utilize my experience and background, expand my knowledge, and offer opportunities for personal and professional growth.

CORE COMPETENCIES:

- Budget and Forecast Analysis
- Pricing
- Inventory Management
- Logistics
- Advanced Financial Analysis
- Financial & Operational Review / Reports
- Asset Management
- Quantitative and Qualitative Analysis
- Financial Models
- Management Accounting
- Internal Audit and compliance
- Cash Flow Management
- Audit Reporting
- Oracle
- Quick books and Odoo
- Tally
- MS Excel expert
- UAE VAT
- Knowledge of ERP (Enterprise Resource Planning) software

WORK EXPERIENCE

GBR General Trading LLC, Dubai, UAE – February, 2018 – December, 2020.

- Price Merchandise and look inventory of supplies. Pricing for special events and promotion.
- Developing Price to win pricing models using bottoms-up approach to meet competitive opportunities and provides input for profitability projections and corporate pricing strategy.
- Assists department management in developing, monitoring and reporting on departmental level initiatives, goals, and objectives.
- Provides advice and technical assistance with cost analysis, fiscal allocation and budget preparation.
- Responsible for Federal Tax Payments and maintaining all documents in line with VAT Regulations Company wise.
- Preparing necessary paperwork for tax payment and returns, & updating JV's company wise

- Performing monthly intercompany accounts reconciliation's and generates invoices as necessary.
- Preparing relevant management reports, including monthly, quarterly and year-end reports.
- Performing balance sheet account reconciliations' and supporting details, updating accounting master records as needed.
- Examining bank statements and reconciling them with general ledger entries
- Maintaining Petty Cash Expenses and Examining expenses submitted by employees.
- Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
- Generating financial reports that display the company's profits, equity and cash flow.
- Responsible for general ledger month-end close tasks for multiple legal entities. Review general ledger activity, enter and update journal entries.
- Processing required import shipping documents as per rules and regulations.
- Preparing FIRS for import documents and taking care of all municipality related works like Brand Registration, Barcode Registration & Applying for Deferred Inspection etc.
- Responsible for processing payroll through WPS and maintaining employee records, processing employee changes accurately and timely.

PREVIOUS EXPERIENCE

Nagarjuna Contracting Co LLC, Dubai, UAE– March, 2014 – January, 2016

- Perform all the closing actives on a monthly basis in line with accounting policies and procedures.
- Perform reconciliation of accounts in ERP, including recording of journal entries and adjustments.
- Assist in external and internal audit.
- Processing of Bank and Journal Vouchers in ERP.
- Perform reconciliation of daily and monthly revenues.
- Auditing invoices based on purchase orders.
- Research and resolve customer problems related to billing and payment.
- Prepares payments by verifying documentation, and requesting disbursements.
- Perform account payable and receivable transactions.
- Prepare financial reports, expense reports, revenue reports, and trial balance reports, etc for management.
- Assist in payroll preparation activities.
- Contributes to team effort by accomplishing related results as needed.
- Responsible for communicating to suppliers regarding payment through calls and emails.

Diebold Software Solutions, Hyderabad, India–December, 2012 –May, 2013.

- Updating the new configure serial numbers into the equipment file
- Uploading of new ordered equipment into the equipment file.
- Loading Sub-assemblies to products placed on a specific sales order.
- Updating Trackable serial numbers for ATM's
- Adding sub-assemblies to the serial numbers into the equipment file.
- Removing Products from site.
- Responsible for communicating with emails.

Genpact INDIA, Hyderabad, India –March, 2011 – December, 2012

VENDOR SETUP: January, 2012 to December, 2012.

- Creating new vendors.
- Modify existing vendor details.
- Updating New W8 and W9-form of vendors.
- Uploading 1099 information.
- Uploading new contract details of vendors.
- Active and Inactive existing vendors.
- Merging duplicate supplier into original supplier.
- Responsible for communicating with emails.

INVOICES PROCESSER: March, 2011 to January, 2012.

- Assigning works to the team members according to the inflow.
- Reporting processed inflow on hourly basis.
- Processing all kinds of invoices (PO, NONPO, CNs) using the ORACLE ERP.
- Urgent payment and check request invoices.
- Busting invoices according to the properties.
- Working on Labor hours and to ensure that they entered as per the invoices to make the GL accountant's job easier.
- Responding to the Controller's email for urgent payment invoices.
- Canceling the invoices and Releasing invoices which are on hold.
- Reporting Minutes of Meeting.

ACHIEVEMENTS:

- Processed invoices less than 1% error rate accuracy in 2011.
- Best performs Award within six months of joining.
- Best Team Player Award for additional responsibility.
- Special Recognition Award for target oriented and accuracy.
- Gained cheers points for best performs.

EDUCATIONAL QUALIFICATION

- MBA (Finance) from Nalla Malla Reddy Engineering College, JNTU Hyderabad, 2010.
- Bachelor of Commerce (Computer Applications) from Osmania University, 2008.
- Intermediate (CEC) from Board of Intermediate Education, 2005.
- SSC from Chaithanaya Residential High School, Hyderabad, 2003.

STRENGTHS

- Leadership and Management.
- Target oriented and quick learner.
- Always ready to take additional initiatives.
- Ability to work in team and helping team members in the Process knowledge.
- Passionate to learn new things and apply knowledge to process development.
- Understanding customer requirement and deliver their expectations.

PERSONAL INFORMATION

Date of Birth	May 22, 1988
Husband Name	Naresh Enduri
Language	English, Telugu and Hindi.
Marital Status	Married.
Visa Status	Visit Visa
Notice Period	7 Days

Date:

Swapna Kolta.