



# SURENDRA KUMAR KOLA

## Finance & Accounts Professional

Achievement-driven professional, targeting senior level assignments in **Finance & Accounts**, with a reputed organization.

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### PROFILE SUMMARY

- An achievement-driven professional, offering **6 years** of rich experience in administering the entire gamut of **Accounts & Finance** functions with hands-on experience in **General Accounting, Taxation, General Ledger, Record-To-Report, Accounts Reconciliations, AP, AR, VAT and GST**
- Skilled in supervising Finance & Accounts activities encompassing **consolidation & finalization of accounts, scrutiny of general ledger, intercompany reconciliation** and settlement of payments with all stakeholders
- Experienced in **administering the reconciliation process and monthly accounts closing process** while reviewing & finalizing financial statements
- Capable of providing leadership across establishing and implementing internal control disciplines throughout the organization, monitoring all facets of cost accounting including budgeting, forecasting, financial analysis, variance reporting and cost control
- Rich experience in managing matters pertaining to **Income Tax** returns including assessments, refunds; coordinating for all **Income Tax assessments** and contributing in preparation & submission of appeals with tax authorities
- Proficient in **ensuring smooth running of the Accounts Payable & Accounts Receivable (AR) Department** and driving efficient processing (payment allocation, reconciliation & month-end reporting) of company receivables
- Experienced in **projecting accurate cash forecast** to ensure that there is no shortage in hand and taking adequate measures to monitor inflow/ outflow of funds towards accomplishment of objectives
- **Top performing team player & quick learner** with capabilities in rendering technical guidance to the team members at all levels across the organization

### CORE COMPETENCIES

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|--|--|-----------------------------------|
| ✓ Strategic Planning & Leadership      | ✓ Finance & Accounts Operations            | ✓ Monthly Account Reconciliations |
| ✓ MIS & Reporting                      | ✓ Accounts Payable & Receivable            | ✓ Tax Planning & Returns Filing   |
| ✓ Finalization of Accounts/ Statements | ✓ Internal/External Stakeholder Management | ✓ Team Building & Leadership      |

### WORK EXPERIENCE

**Since Jun'20: Sreekara Organics, Hyderabad as Senior Executive**

#### Key Result Areas:

- Reviewing the supplier's statements and processing the payment accordingly
- Ensuring all JV based transactions are passed in a timely manner
- Maintaining Purchase and Domestic & Export Sales Invoices in Focus
- Updating depreciation entries in books
- Creating Monthly Sundry Debtors and Creditors Pending List
- Managing GST Input credit ledger balance and filing the same for refund
- Interacting with the GST Department for scrutiny
- Assisting in maintenance and reconciliation of accounts as well as preparing reports; creating, documenting, and posting complex journal entries; recording various intercompany transactions and cost allocations
- Adhering to accounting controls by following policies & procedures in compliance with legal and regulatory requirements
- Summarizing current financial status by collecting information; preparing balance sheet, profit & loss statement, and other reports

- Compiling details and filing GST, TDS and Service Tax Returns as well as completing Tax Assessments (Income Tax, VAT, Service Tax, and others)
- Guiding & reviewing computation of advance tax liability; assisting in preparing & filing Annual Income Tax Returns including tax computation
- Analyzing Tax Audit Report and providing suggestions on the same
- Administering various operations like filing application for rectifications, following up for orders and refunding excess taxes
- Supporting internal and external audits by providing information and answers to auditors
- Scrutinizing general ledger and subsidiary ledger accounts and determining the accounts receivable and payable position

## PREVIOUS EXPERIENCE

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### Nov'19-May'20: Value Line Trade Pvt. Ltd., Hyderabad as Junior Executive

#### Key Result Areas:

- Documented purchases bills and sales invoices in Tally; analyzed product wise prices to old and new purchases
- Rectified reconciliation errors and resolved the same prior to next reconciling cycle
- Created monthly statement of GST and ensured timely filing of GST Returns and GSTR 9 (GST Annual Returns)
- Generated E-Way bills for transport of goods
- Worked on & created:
  - Balance Sheet components for Income Tax activities
  - Standard Operating Procedures and implemented the same within the process
- Collaborated with the clients via call for ledger transactions

### May'18-Oct'19: P. S. Kumar & Associates, Hyderabad as Junior Executive

#### Key Result Areas:

- Ensured timely filing of quarterly ETDS, monthly GSTR 1 and GSTR 3B
- Generated monthly statement of GST and TDS
- Performed reconciliation of Debtors and Creditors Ledger
- Assessed & verified BRS-Client Books
- Recommended & implemented effective ideas to reduce cycle time of invoices
- Conducted monthly audits in clients' office

## TECHNICAL SKILLS

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- ERP 9: Tally, Focus, SAP (FICO)
- Operating Systems: Windows Server 2007 and Windows 10
- MS Office (Word, Advance Excel and PowerPoint)

## EDUCATION

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- **MBA (Finance)** from K L University, Vijayawada, A.P. in 2018

## PERSONAL DETAILS

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**Date of Birth:** 30<sup>th</sup> October 1995

**Languages Known:** English, Telugu & Hindi

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