

CURRICULUM VITAE

SRIPATHI.EGA

Hidd BIW, Bahrain.

Email: sripathi26@gmail.com

Mobile: 35045120



Passion

Enthusiastically seeking a challenging and leading position in a demanding and task oriented organization, which would allow me to utilize my skills and Capabilities in a strategic, innovative and analytical way.

Educational Achievements India

Master Business Administration in Finance Indian School of Management & Studies - Mumbai
June 2014 to May 2017

Bachelor degree in Commerce Janaradhan rai Nagar Rajasthan Vidyapeeth - Rajasthan
June 2004 to July 2007

Commerce Intermediate in Accountancy & Taxation - June 1997 to July 1998, Nizamabad

Secondary School Certificate Board of Secondary Education, Nizamabad
June 1995 to May 1996

Employment History

MLM Involved in promoting and selling goods or services
Marketing includes the process or technique of promoting, selling, and distributing a product or service.

A leading FMCG Company, Dubai, Located in Jebel ali.
Dealing mainly processing and packing of Poultry and Seafood products, also running restaurants catering and bakery (Hot Breads Brands) facility operating the bakery shops in various shopping malls.
The Company owns a fully equipped factory located in Jebel Ali, where the Processing of foods is done. Where it sells our finished products to export & Local Markets.

Working Experience:

Accountant- Feb 2019 - Present

Big Boxers Company W.L.L, Hidd, BIW, Bahrain.

JOB PROFILE

- Prepares Assets, Liability and Capital Account Entries by compiling and Analyzing Account Information.
- Documents Financial transactions by entering account information
- Recommends Financial Actions by Analyzing accounting Options
- Summarizes current Financial Status by collecting information, Preparing balance sheet, Profit and loss statement and other reports.
- Substantiates financial transactions by auditing documents
- Maintains accounting controls by preparing and recommending policies and procedures
- Reconciles financial security by following internal controls
- Prepare Payments by verifying documents and requesting disbursements
- Prepare Special Financial reports by collecting, Analyzing and summarizing account information and trends.
- Maintain Customer confidence and protects operations by keeping financial information confidential
- Collection of Payments from dues and overdue customer and, Cash and Cheques depositing in bank on daily basis.

- Perform and complete bank related task as and when needed
- Sales invoice and Purchase invoices booking
- Petty booking on daily basis.
- Prepare of Payroll in Excel Sheet and posting in ledgers.

Customer service, sales support and sales -August 2017 – Jan-19.

Vestige Marketing Pvt Ltd, India,

Maintaining relationship with target customers, customer service, sales support and sales .

Responsible for assigned sales targets to Distributors.

Promoted to leadership levels and Train and maintain a team of new independent distributors,

Goals set for centers month on month, Maintain good relation with client and payment collection

Accountant- Apr 2008 to July 2017

Freshly Frozen Foods LLC (Senora Division), Dubai, UAE.

Accounting ERP – Oracle Apps Financials 11i (11.5.10 version)

JOB PROFILE

- Handling Petty Cash expenditure daily.
- Assist in All Account Receivable and Payable, Follow up of receipts from customers, co-ordinate with Sales, Issuing Receipt Voucher and Payment Voucher and keep the records.
- Department and ensure that the credit limits of customers are strictly, Responsible for Cash and Credit Collection & depositing to bank on daily basis.
- Preparation and circulating the customers statement and follow up on receipt, Maintaining customers ageing analysis and Conducting debtors ageing meeting on monthly basis.
- Handling POS transactions & Credit Card Transactions.
- Monitoring of cash and bank transactions and Preparation of Bank reconciliation statement.
- Assistance to Finance manager in day-to-day operations forecasting of coming week receivables and Informing to Finance manager which will help to decision making in fund management.
- Vouching of IRNs (Item Receipt Notes) & Booking Purchase Invoices as per approval Head of the department.
- Preparation of supplier payment, Cross checking the previous payments to the supplier verifying the Invoices and statement and making the payment.
- Posts and reconciles accounts payable, accounts receivable, expenses and other ledger accounts and monthly adjustments, journal entries.
- Handling computerized inventory by comparing it to the Physical inventory and Perform inventory month-end compliance reporting.
- Handling inter-company transactions.
- Prepare of Payroll in Excel Sheet
- Liaising with Internal & External Auditors
- Maintain the general ledger.
- Maintaining cash flow.
- Prepare Profit and loss Account and Finalization Company Accounts.

Sales Coordinator / Logistic -August 2006 to April 2008

Freshly Frozen Foods LLC, Dubai, UAE.

- Preparation of Sales Orders, Van Sales, Invoices, &, Daily/Weekly/Monthly Sales Reports & Preparing the necessary reports & circulating to related managers.
- Arrangement of Vehicles & Sales Drivers for Local Deliveries.
- Co-ordinate with Production, Stores & Maintenance of Stock Registers
- Dispatch of Finished Goods and Periodical stock verification.
- Necessary LC Knowledge.

Working Experience in India:

Customer Support Engineer in Computer Hardware / Computer Operator

October 2001 to August 2005 , Nizamabad, India

Technical Background

- Professionally qualified Commercial strategies with recent experience in generating Interactive Methods
- Post Graduate Diploma in Computer Applications – PGDCA & DCH

Technical Skills

- Technically proficient user of Oracle Apps– AP, AR, GL, & OM modules
- Accounting Packages – **Tally 7.2 & 9 (Knowledge of VAT & GST)**
- MS Word, Excel, Database applications, Photoshop, Power Point, outlook, Lotus notes.

Personal Profile:

Name	:	Sripathi Ega
Father	:	Madhusudhan Ega
Date of Birth	:	16-05-1981
Gender	:	Male
Marital status	:	Married
Nationality	:	Indian
Visa Status	:	Work Visa
Passport No.	:	K5723999
Date of Issue	:	15.04.2012
Date of Expiry	:	15.04.2022
Languages known	:	English, Hindi & Telugu
Place of Issue	:	Dubai
Alternative no	:	38299134
References	:	Will be given if required

I hereby declare that the above mentioned information is true and correct to the best of my knowledge.
(Sripathi Ega)