

## **Ailuri Ashok Reddy**

### **Finance & Accounts**

**Mobile: 9160029430**

**E-Mail: ashokailuri54@gmail.com**

#### **Executive Snapshot**

Commerce Graduate Over all 5 years of diverse experience in Finance & Accounting, Commercial (Sales) Accounting with FMCG, Manufacturing and Service Industries Domestic & international process.

#### **Core Competencies**

- ☐ Evaluate & recommend customers credit limits.
- ☐ MIS Reports Vendor Payments/Payables (AP) & Receivables (AR)/Debtor Management.
- ☐ Statutory compliances & Branch Administration. Accounting & Audit Compliances
- ☐ Claims/Schemes & Sales Accounting Distributor & C&FA Management.
- ☐ Receivables (AR)/Debtor Management. Payables (AP)/Vendor Payable Management.

#### **Profile Summary & Exposure**

- ☐ **Credit Risk Management**
  - o Evaluate and recommend customers credit limits annually and periodically.
  - o Create and maintain customer master and credit master.
- ☐ **Accounts Receivable (AR) Management**
  - o Maintain debtors (AR) accounts.
  - o Regular review of customer ageing analysis to monitor overdue and assess provision for bad debts.
  - o Settle all customers claims and disputes by Accurate accounting on sales returns and Collections entries,
  - o Sending letters to customers for follow up on over dues
  - o Prepare write off documentation and pass write off entries in books.
- ☐ **Accounting & Audit Compliances**
  - o Ensure correct and timely booking of all expenses for accurate financials
  - o Proper accounting on Debit notes & Credit Notes
  - o Prepare financial schedules as per audit requirements each quarter/ annual.
  - o Monthly accrual statements and passing accounting entries of Freight, Travel and other expenses
  - o Timely closure of books each month, quarter and annual for timely reporting of financials to HQ.
- ☐ **Accounts Payables & Vendor controls**
  - o Ensure correct and timely accounting of all payments received.
  - o Ensure accurate and timely release of vendor payments
  - o Timely Review on Vendor services
  - o Reconciled vendor SOAs monthly ensuring all discrepancies were identified, investigated and resolved in a timely manner
  - o Assisted in the preparation for internal and external audits, ensuring all records were accurate and compliant with regulations
- ☐ **Sales Operations & Billing**
  - o Ensure Generating invoices in SAP maintain the all billings
  - o Handling daily operations inventory, stock reconciliation, inbound and outbound etc
  - o Trade cheque status monitoring and furnishing report every Monday.
  - o Receiving production stocks (Finished stock) from the production team on hourly basis and move to quarantine location
  - o Performed stock inward entries in to the system.
- ☐ **MIS Reports**
  - o Monthly Sales, Collection Report (AR) Report
  - o Debtors aging summary with analysis
  - o Analysis reports on incentive, schemes, monthly expenses

#### **Manufacturing Operations Exposure:**

1. Employee disbursement, verification of receipts and vouchers
2. Processed payroll by maintaining accurate employee records, including attendance, overtime and bonuses
3. Maintenance of petty cash, local bank accounts, day-to-day interaction with banks
4. Preparing Bank Reconciliation Statement (BRS)

□ **Skills and Knowledge**

- o Good knowledge of accounting practices and legal requirements.
- o Computers Literate- with good knowledge in MS Office & SAP S/4 Hana and Quick books
- o Effective Written & Oral Communication and Presentation skills

**Work Experience**

<b>Company Name</b>	<b>Designation</b>	<b>Period From</b>	<b>To</b>	<b>Tenure</b>
Desmi India Pvt Ltd ( Global Compentence center)	Accounts Payable Analyst	19-09-2022	15-05-2025	2.7 Yrs
Lohiya Industries	Sauda Executive	24-11-2020	25-01-2022	1.2 Yrs
Pousse Management service (C/O Wipro consumer care and Lighting)	MIS Executive	04-11-2019	20-11-2020	1 Yrs

**Academic Qualifications**

B. Com Graduate from Saraswathi Degree College in 2017 (Khammam)  
M.B.A.(finance) from Sphoorthy Engineering College In 2019 (Hyderabad)

**Technical & Computer Skills**

ERP R/3	SAP FICO, SD, MM (end user)
Packages	MS Office - Advanced Excel, outlook
ERP	E6 (XT), QPM, Infor

**Personnel Details**

Ailuri AshokReddy S/o A, Venkata Reddy

Date of birth - 15-05-1997

Languages - English, Telugu, Hindi

Marital Status - UnMarried

Date:

(Ailuri Ashok Reddy)