

RESUME



Sowmya Are

B.COM, ICWA,CS(Executive)

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CAREER OBJECTIVE

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

WORK PROFILE:

COMPANY	DURATION	DESIGNATION
GVR Infra Projects Ltd, Chennai	August 2014 - Till Date	Deputy Manager - Finance
Ramco Systems Ltd, Chennai	July 2011 - August 2014	Business Analyst - Finance

As a Deputy Manager-Finance:

Roles & Responsibilities:

- Involving in day-to-day operations of Accounts dept.
- Cash book/Cheque issue register verification
- Ensuring Bank reconciliation is done on regular basis
- *Income tax (TDS) Non-salary:*
 - Verification of TDS w.r.t Gross amt., TDS amt., %, status, PAN
 - Ensuring TDS Deductions/remittances>Returns filing on timely basis
 - Attending on internal & departmental queries w.r.t TDS
 - Proper filing of Form 16A, Remittance & Justification reports etc.
- *Service Tax:*
 - Verification of tax w.r.t Gross amt., Abatement %, tax amt., %, status, PAN
 - Ensuring STX Deductions/remittances>Returns filing on timely basis
 - Attending on internal & departmental queries w.r.t STX
 - Proper filing of all related documents.
- *Bank Guarantee:*
 - Bank/departmental Documentation w.r.t BGs & communication with Banks

- Ensuring timely renewal of BGs
- Ensuring accuracy in calculation & remittance of BG commission, FDRs etc.
- Proper filing of all related documents & department letters.
- Authorization of JVs w.r.t corporate office
- Support Audit process

As a Business Analyst:

Areas of Expertise:

- ✓ Enterprise modeling
- ✓ Book Keeping
- ✓ Accounts Receivable
- ✓ Accounts Payable
- ✓ Fixed Assets Management
- ✓ Cost Management Accounting
- ✓ Global Tax Solutions

Accountabilities & Responsibilities:

- ✓ Client Interactions
- ✓ Requirement Gathering and analysis
- ✓ Development of test criteria and plans
- ✓ Business Rule's Specification
- ✓ Testing and releasing the solution to the client
- ✓ Supporting client during Acceptance Testing
- ✓ Implementation Support

Project Details:

CLIENT	DURATION
DLF INDIA LIMITED (DLF), Delhi	Nov 2011 to August 2014
EXPRESS AVENUE (EA) , CHENNAI	Jan2012 to Dec2012
SRINIVASA FINE ARTS (SFA) , MADURAI	Nov 2012 to April 2013
BRAHMOS AEROSPACE PVT LTD , HYD	Oct 2012 to August 2014
PURVANKARA PROJECTS , BANGALORE	Mar 2013 to July 2013
APARNA CONSTRUCTIONS, HYD	Jan 2013 to Jan 2014
ENG SOL, ABU DHABI	Dec 2013 to Aug 2014

CERTIFICATION

Title	Granted by (Institution)
EOCS-FINANCE Consultant	Ramco systems Ltd, Chennai

ERP KNOWLEDGE

ERP/Tools/Packages	Level	Modules
MS-OFFICE	Expert	Word/Excel/Power point
SQL	Beginner	NA
TALLY	Beginner	Finance
Ramco ERP	Expert	Finance/SCM
PACT ERP	Expert	Finance/SCM
Compu-office Online	Expert	Taxation

EDUCATIONAL QUALIFICATION

COURSE	INSTITUTION	BOARD/ UNIVERSITY	YEAR OF PASSING	MARKS (%)
ICWA	ICMAI	The ICMAI, Kolkata	June-2013	52.5
CS (Executive)*	ICSI	ICSI, Kolkata	Dec-2013	50
BCOM (TAX)	AMM Degree college	Acharya Nagarjuna University, A.P	March-2011	76.3
INTERMEDIATE (MEC)	AMM Junior college	Board of Intermediate Education, A.P	March-2008	93.2
SSC	Bhashyam Public School	Board of Secondary Education, A.P	March-2006	90

*Pursuing CS Professional course to give an attempt in Dec '14.

AWARDS /RANKS

Title	Level	Institute
All India 72 nd Rank	Intermediate level	ICWAI, Kolkatta
All India 82 nd Rank	Final level	ICWAI, Kolkatta

SCHOLARSHIPS

Title	Granted by (Institution)
National Merit scholarship	Ministry of Home Resource Development (MHRD), Govt. of India
Merit Scholarship	Institute of Company secretaries of India (ICSI)

ACHIEVEMENTS

- Completed all the groups of ICWA in single attempts
- Accomplished ICWA in a span of TWO years, even before completion of Graduation
- Completed project in Indirect and Direct tax Management with Acharya Nagarjuna University.
- Completed CS (Company secretaryship) Executive course (Dec'13) in first attempt.

PERSONAL DETAILS

Father's name : Murali Krishna Are
Age : 24 yrs
Marital Status : Single
Nationality : Indian.
Linguistic proficiency : English, Telugu, Hindi & Tamil.
Permanent Address : D- NO: 32-13/2-3A,
 Old post office road,
 Mogalrajapuram,
 Vijayawada-520010
 ANDHRA PRADESH.

DECLARATION

I hereby declare that the information given above is true and to the best of my knowledge.

Place:

Date:

(Sowmya Are)