

## Curriculum Vitae



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### **Objective:**

Look forward to a career growth in the areas of Finance and Accounts.

### **Synopsis:**

I have 21 years of working experience in the fields of Finance, Accounts, Internal & Statutory Audits. During these 21 years I had worked in manufacturing, processing, service and trading sectors. I also have 6 years working experience in abroad (Africa). I worked with MNC (SAB Miller India Ltd & Shaw Wallace & Company Ltd) for a period of 8 years.

### **Education Qualification:**

- 1 B. Com in first division from Nagarjuna University in Vijayawada, 1992.
- 2 Cleared ICAI (Inter) - Group -I from The Institute of Chartered Accountants of India.

### **Skills:**

- 1 Have a strong analytical ability.
- 2 Perseverance and good team member.

## Experience:

Presently working as Financial Controller in Somochem Limited, Tanzania, East Africa since September 2022 overseeing the functions like Finance, Accounts, Credit Control, Administration & Logistics.

Worked as Asst General Manager – Finance & Accounts with M/s AKB Facades Pvt. Ltd), Hyderabad, Telangana, India since April 2016 to March 2022

1. Responsible for overall activities in Finance & Accounts
2. Verification of supplier account and customer account reconciliations and advice to pass the missing / rectification entries.
3. Follow ups with the Customers for balance confirmations and for receipt of timely payments from Customers
4. Verification of all the supplier invoices with the supporting documents like POs, GRNs and etc.,
5. Verification of the sale invoices with the supporting documents like purchase order, work orders, delivery challan and etc.
6. Negotiations with Suppliers for getting the quality goods at the most economical prices and with regard to the terms of credit
7. Liaison with Banks for the arranging the credit facilities purpose, preparation and submission of the relevant documentation for getting these credit facilities sanctioned.
8. Compliance of statutory payments like GST, TDS, Advance Tax, PF, ESI and PT etc.,
9. Passing all the Cash / Bank payments after thorough verification of all the supportive documents.
10. To conduct physical cash verification at regular intervals.
11. Verification of month end pay roll, for processing the salary payments to the employees.
12. Liaison with the Statutory Auditors during the finalization of accounts, annual audit, filing of the yearly returns to ROC and Income tax Department.
13. Liaison with Insurance Agencies and other Statutory Bodies like Income Tax Department, GST, Labour Department, PF & ESI and etc.,
14. Doing the necessary correspondence with the Statutory departments like Income tax / GST / PF / ESI with regard to any notices received from them.
15. Attending to any other work as and when assigned by the Management.

From February 2014 to February 2016 worked as Finance Manager (Head of Finance & Accounts) in S&C Ginning Company Ltd – A Sumaria & CMG Group Company.

Job Responsibilities as follows;

- 1) Reporting functionally to Group Chief Financial Officer and administratively to General Manager.
- 2) Responsible for overall activities in Finance & Accounts at the Plant level.
- 3) Preparation of annual budgets in consultation with the CFO from our Corporate Office
- 4) Preparation of Monthly MIS like P&L A/c, Balance Sheet & Cost of Borrowings., etc
- 5) Preparation of Comparison statements Budget Vs Actuals, and analyzing for the reasons for the major variations and reporting on the same to the Management.
- 6) Preparation and submission of projection cash flow statements to obtain the funds from our

Corporate Office.

- 7) Passing the all Cash / Bank payments, Salary Statements, Contracts and etc after thorough verification in all respects.
- 8) Verification and passing of all the Invoices with adequate supporting documents.
- 9) Ensuring month end physical verification of stock and investigate the reasons for the major variances and ensure passing the relevant entries for the variances observed upon obtaining the necessary approvals.
- 10) Ensuring physical verification of cash at regular intervals.
- 11) Follow ups with the Customers / Suppliers for balance confirmations& reconciliations and follow up for receipt of timely payments from Customers.
- 12) Negotiations with Suppliers for getting the quality goods at the most economical prices and with regard to the terms of credit.
- 13) Liaisoning with Banks, Insurance Agencies and other Statutory Bodies like TRA, TCB & CDTF.
- 14) Compliance of statutory payments like WHT, PAYE, SDL, PPF, WCF & NSSF and timely filing of the returns.
- 15) Leading a team of 8 persons in which 4 are expatriates and 4 are locals.
- 16) Attending of Statutory & TRA Audits and ensuring smooth completion of the same.
- 17) Finalization of Annual Accounts and submission of the same to ROC & TRA.
- 18) Any other works as and when assigned by the Management.

From July 2013 to December 2013 – Worked as Key Accounts Manager with Heritage Foods (India) Ltd – Handling Customer Accounts.

Job Responsibilities as follows;

- 1) Worked as Incharge for Key Accounts for 3 states – Andhra Pradesh, Telangana & Maharashtra
- 2) Responsible for making agreements with the customers.
- 3) Responsible to ensuring completion of timely party reconciliations.
- 4) Ensure collection of the payments timely from all these customers.
- 5) Liaisoning with the sales offices in all the locations, and follow ups for the collection of overdue payments.

From April 2012 to June 2013

Worked as Manager –Finance & Accounts in Nyakato Steel Mills Limited in Mwanza, Tanzania.

- 1) Monitoring the accounts like doing ledger scrutiny of plants located in Kenya, Mozambique & Burundi.
- 2) Verification and submission of the monthly MIS like monthly profit & loss account, Balance Sheet etc to the Management on timely basis.
- 3) Going to branch visits as advised by Management, verification of the accounts with the supporting documentation and submission of the report comprising the observations during the course of the visit.
- 4) Ensuring timely remitting of the all-statutory payments and also submission of related returns on time.
- 5) Ensuring supplier and customer accounts reconciliations and obtaining the balance confirmation certificates from all the major parties.
- 6) Ensuring smooth and proper funds management in all these plants.
- 7) Looking after the accounts of the other sister concerns.

August 2009 to January 2012

**Worked with RAB Processors Limited in Malawi, Central Africa as “Financial Accountant” in Manager’s Grade.**

**1) Funds Management:**

- a) Checking and monitoring the funds position and reporting the same to the Management on daily basis
- b) Arranging for inter-Bank transfers as per the requirement of funds.

**2) Debtors Management:**

- a) Doing the debtors reconciliation on weekly basis.
- b) Verification and signing of the invoices.
- c) Passing the credit notes after thorough verification with all the relevant documents.
- d) Monitoring closely all the major customer accounts with respect to their credit terms and reporting any major observations to the Management.
- e) Doing the necessary follow ups with the Sales & Marketing team for the pending payments receivable from the Customers.

**3) Cash Management:**

- a) Keeping in custody the Company’s Cash.
- b) Close monitoring of I.O.U’s given by the cashiers.
- c) Doing physical cash verification at regular intervals.

**4) Supplier’s Management:**

- a) Doing the supplier accounts reconciliation at regular intervals.
- b) Verification supplier invoices with all the relevant supporting documents.
- c) Ensuring timely payments to all the suppliers as per the credit terms.
- 5) Ensuring strict compliance of withholding tax deductions as per the local statute norms on various types of expenses.
- 6) Supervising month end stock takes at all the warehouses and preparing the variance report and analyzing the reasons for the difference.
- 7) Verification of all accounting batches entered by the junior staff and updating the same in the accounting system.
- 8) Doing the checking and authorization of Cash and Bank payment vouchers.
- 9) Ensuring timely completion of Bank reconciliations.
- 10) Team member in monthly and annual closure of financial accounts.
- 11) Preparation of monthly MIS reports to be submitted to the Management as per the requirement.
- 12) Any other job assigned by the Management from time to time as per the requirement.

From March 2006 to July 2009

Worked as Manager - Finance & Accounts in SEAWAYS SHIPPING LIMITED having Branch Offices in all the major cities of the Country and also having branches in Overseas.

**Job responsibilities:**

- 1 Working as Branch Accounts In charge at Head Office
- 2 Review the day-to-day operations of the Branch.
- 3 Review the Branch Cash & Bank position
- 4 Review the Receivables & Payables position
- 5 Review the Branch Tally Data.
- 6 Coordinate with the Branch and project the Funds position for the next week.
- 7 Coordinate with the Branches for priority requirements.
- 8 Analyze the Branch Funds position. Verify the Branch Disbursement A/c before processing next requirement.
- 9 Review statutory compliance of the Branch on due dates.
- 10 Maintain Branch correspondence & MIS files.
- 11 Preparation of quarterly Balance Sheet with schedules.
- 12 Flash report on the Branch performance.
- 13 Month-wise financial performance reports
- 14 Visiting the Branches at frequent intervals to verify the accounting records and other related documents.

### **December 1997 to February 2006**

**Worked with M/s. SAB Miller India Ltd**, the world's largest brewer with a global turnover of about \$ 12 billion. Based in one of their manufacturing plants at Medak.

### **March 2004 to February 2006 - Officer - Warehouse and Dispatch**

#### **Job Responsibilities:**

- 1 Coordinating with all concern departments in day to day activities
  - QA - Warehouse filled carton quality checks and documentation if any
  - Engineering - Coordination and follow up on warehouse civil works, Forklift preventive maintenance and repairs etc.
  - Production - Batch wise finish goods receipt and reconciliation
  - HR - Man power, OT and stationery requisitions, other related documentation and IR coordination
  - Finance- Daily / Weekly / Monthly reporting, coordination for the procurement of necessary dispatch documents
  - Stores - Carton drawing as per the dispatch plan and handover remaining material (Zero floor stock)
- 2 Monitor following warehouse and dispatch activities
  - Batch wise finished goods stacking in coordination with production executives
  - Batch wise / date wise identification of finished goods in available warehouse area
  - Providing forklift for pallet stacking during the production
  - Receipt of finish goods to ware house (batch / brand wise)
- 3 Monitoring of Forklift preventive maintenance activities and necessary documentation and checklist follow up

- 4 Coordinating with Labor contractor to ensure the good productivity and quality product
- 5 Following documentation to be maintained on daily basis
  - Loading register
  - Breakages, wastages and shortages report
  - Filled goods and extra cartons handover to transporter / driver
  - Production and warehouse report
  - Dispatch related excise documentation
  - Dispatch entries in Syspro
  - Contract workmen and OT requisition
  - IOC file
  - RGB Report
  - Daily QA checks if any
  - PM Check lists of Forklift

**December, 1997 to February, 2004 - Job responsibility: Officer - Finance & Accounts**

- 1 Preparation of MIS reports to the management including brand wise cost sheets.
- 2 Recording, maintenance, verifying and reporting of Accounts Payable, Accounts receivables and General Ledger.
- 3 Reconciliation of Customers and Suppliers accounts.
- 4 Ensure statutory compliance - Preparation of Statutory returns w.r.t TDS, TCS, Sales tax etc and ensure there are no non-conformities w.r.t filing of returns and deposits.
- 5 Liaise with Statutory and internal auditors and resolve the issues.
- 6 Team member in the preparation of the Plant accounts including Financial Accounts (Profit & Loss and Balance Sheet) and Budget.
- 7 Preparation, maintenance and updation of Fixed Assets Register.
- 8 Was part of the SOP team and implemented the same in the location.

From April, 1996 to June, 1997

- Worked as '**Accounts Executive - Sales Accounting Department**' in M/s. KRISHNA MOHAN BEVERAGES & CONSTRUCTIONS PVT. LTD., Visakhapatnam (A Franchise of PEPSI FOODS LIMITED) belongs to PEARL GROUP, New Delhi.

**JOB RESPONSIBILITIES:**

- Reporting to G.M. (Finance & Accounts)
- Collection of Sales Invoices, Verification of them and Accounting of the same in computers.
- Responsible for maintenance of nearly 300 upcountry Debtors Accounts and 4 city distributors Accounts.
- Receiving various claims put up by the debtors, verification of the same and passing Credit Notes.
- Responsible for maintenance of various sales records like, sales summary book, Deposit register, Claims Register, Debit Notes Register and Credit Note Register, etc.
- Responsible for working out of monthly Sales-Tax Payable by the company

- Reconciliation of Debtors Accounts and passing necessary rectification entries for the adjustments if any.
- Liaise with Statutory and internal auditors and resolve the issues
- Other Miscellaneous works relating to Sales Accounts.

**Computer Skills:**

M S Office	MS Word, MS Excel, MS PowerPoint
Financial Packages	□Tally, □IIS (Integrated Information System) developed on Oracle Syspro; SAP-Fico

**Personal Details:**

Date of Birth : 30.05.1971

Marital Status : Married

Languages Known : English, Hindi and Telugu

Passport Number : N9449115

**U.V.Suresh Kumar**