

SREEDHARA P R

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Targeting opportunities in the IT & Manufacturing Industry, drawing on nearly 8+ years of proven expertise in Finance and Accounts within these sectors to foster success and fuel organizational growth.

Profile Summary

- I have over 8+ years of experience in Finance and Accounts within the IT and Manufacturing sectors. I completed my MBA in 2016.
- Currently serving as Assistant Manager at Sujay Irrigations Private Limited, Bengaluru.
- Managed accounting operations, audits, collections, payroll, and financial reporting.
- Ensured accuracy in year-end audits and compliance using Tally, QuickBooks, and SAP FICO.
- Proven leadership in General Accounting, Payables & Receivables, Account Reconciliations and Payroll.
- Recognized for optimizing financial procedures and enhancing internal controls.
- Experienced in supervising daily accounting operations and preparing financial reports.
- Variance analysis of the Budget Vs. Actual.

Competencies

Financial Analysis
Payroll Processing
Branch Reconciliation
Budgeting

Variance Analysis
Reporting & Documentation
Monthly MIS reports
Forecasting

Compliance Regulations
Business Process Improvement
Month-End Reconciliations
Statutory audit

Highlights

- Successfully led accounting operations and audit functions.
- Implemented initiatives improving financial processes.
- Strengthened compliance with statutory regulations.
- Enhanced financial reporting accuracy.
- Streamlined payroll and accounts management.

Work Experience

Since Jun'2024: Assistant Manager (Finance & Accounts) at Sujay Irrigations Private Limited, Bengaluru

Role:

- Verify sales, purchase, and journal entries for accuracy.
- Review salary, attendance, and related statements before processing.
- Prepare monthly sales reports, provisional balance sheets, and management schedules.
- Handle monthly/annual statutory compliance for TDS, GST, ROC, EPR, cost audit, and income tax.
- Compute GST for GSTR-1, GSTR-3B, and GSTR-6 (ISD), including set-off entries and input reconciliation.
- Coordinate with statutory auditors, cost auditors, and compliance consultants.
- Manage TDS calculations, challans, and quarterly returns.
- Maintain AR/AP aging and prepare inward remittance and FOREX gain/loss statements.
- Reconcile debtors, creditors, fund flow, stock statements, and branch accounts.
- Process payroll, validate inputs, and ensure PF, ESI, TDS, PT compliance.
- Maintain employee master data, F&F settlements, bonuses, and gratuity.
- Manage daily payments, bank uploads, receipts, and bank reconciliations.
- Submit monthly stock statements to banks and support stock audits.
- Maintain schedules (prepaid, insurance, FAR) and perform variance analysis.
- Ensure labour law compliance and uphold payroll confidentiality.
- Support any additional tasks assigned by Management.

Feb'2023 to Jun'2024: Business Process Lead at Tata Consultancy Services (TCS), Bengaluru

Role:

- Daily and Weekly reporting of Orders & Sales (Actuals).
- Bi-weekly Orders & Sales Forecast.
- Overdue Forecast based on Cash Collection Plan.

- Month-end Flash Estimates & YTD Actuals.
- Arrear & Overdue Receivables Analysis with Commentary.
- Monthly P&L & Sales Variance Analysis (Commentary Pack).
- SR1/SR2 Rolling Forecasts & Actuals Reporting.
- FX Gain/Loss Analysis (Realized vs. Unrealized) – Monthly.
- Support Annual Budgeting & Quarterly Forecasts with GM.
- Assist in Statutory, Cost, Tax, TP & Internal Audits.
- Prepare Monthly P&L, Balance Sheet & TM1 Reporting.
- Timely Submission of Causal Reports & Commentary.
- Review P&L Expenses & Coordinate with Cost Centre Managers.
- Conduct Credit Control Reviews & Debtors Ageing Analysis.
- Regular Reporting on Orders, Sales, Margins & Variances.
- Drive Internal Controls & Statutory Audit Support.

Feb'2021 to Jan'2023: Sr. Accountant at Guru & Jana Chartered Accountants, Bengaluru.

Role:

- Regulated the maintenance of general ledger accounts and the recording of journal entries.
- Ensured the reconciliation of accounts receivable and accounts payable accurately.
- Compiled monthly accruals and maintained records of fixed assets.
- Maintained adherence to statutory deductions and regulatory filings.
- Independently lead comprehensive end to end accounting operations with different sectors.
- Managed reconciliation, TDS/TCS, Softex Filing (STPI & Non-STPI) GST and GST refunds, income tax compliance, PT, PF and ESIC payments and returns.
- Improved accuracy in financial record-keeping.
- Enhanced compliance with statutory regulations.
- Streamlined payroll and financial reporting processes.

Nov'2017 to Mar'2020: Account Executive at Balakrishna Consulting LLP, Bengaluru

Role:

- Supervised the maintenance of general ledger accounts and the recording of journal entries.
- Ensured the reconciliation of accounts receivable and accounts payable accurately.
- Compiled monthly accruals and maintained records of fixed assets.
- Maintained adherence to statutory deductions and regulatory filings.
- Managed end-to-end accounting processes while collaborating across diverse sectors including IT, Pharma, and manufacturing.
- Successfully Managed reconciliation, TDS/TCS, Softex Filing (STPI & Non-STPI) GST and GST refunds, income tax compliance, PT, PF and ESIC payments and returns.
- Process monthly payroll for all employees within defined timelines.
- Validate attendance, leave, overtime, and variable pay inputs.
- Generate salary registers and payslips accurately.

Oct'2016 to Nov'2017: Account Assistant at IADFAC Laboratories Pvt. Ltd., Bengaluru

Role:

- Assist in maintaining accurate books of accounts (Sales, Purchase, Journal, Cash & Bank entries).
- Support in preparation of monthly and annual financial statements.
- Handle data entry in accounting software (Tally ERP).
- Reconcile vendor and customer accounts periodically.
- Prepare and maintain supporting documents for all accounting transactions.
- Assist in invoice processing and payment follow-ups.
- Support in preparation of GST, TDS, and other statutory returns.
- Assist during internal and statutory audits.
- Maintain files and records in an organized manner.
- Perform any other accounting-related tasks as assigned by the senior accountant or manager.

Educations:

- MBA (Finance & Marketing) from East West Institute of Technology, Bengaluru in 2017.
- BBM (Finance) from Swamy Vivekananda College of Management Studies, Pavagada in 2014.
- 12th from Swamy Vivekananda PU College, Pavagada in 2010.
- 10th from RPV Junior College, Y N Hosakote in 2008.

Technical Skills:

- SAP FICO
- Power BI
- Tally Prime Edit Log
- QuickBooks
- Zoho Books & Zoho People
- ERP (Oracle)
- MS-Office
- TDS Saral

Personal Details:

- Date of Birth: 31st October 1992
- Languages Known: English, Telugu, Kannada
- Address: #72/4 Near Ganesha Temple Road, 2nd Cross, Cholurpalya, Magadi Road, Bengalur- 560023.