

CURRICULUM VITAE

Paramesh Saragadam

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Objective:

To be professionally associated with an esteemed organisation which progresses and gives me an opportunity to update my knowledge and enhance my skills and working smartly towards achieving the goals of the organization.

Academic Profile:

S.No.	Name of the Examination	Institution/University/Board	Year	% of Marks Secured
1	CA Inter	ICAI, New Delhi	May, 2010	55%
2	M.B.A.	Andhra University, Andhra Pradesh	2009-11	72%
3	B.Com	Andhra University, Andhra Pradesh	2005-08	68%
4	Inter (MEC)	Board of Intermediate Education, Andhra Pradesh	2003-05	83%
5	SSC	Board of Secondary Education, Andhra Pradesh	Mar,2003	86%

Technical and Communication Programmes:

Completed Compulsory Computer Training and General Management and Communication Skills Programmes conducted by ICAI.

Technical Skills:

Working knowledge in SAP-FICO, Oracle R-12 (AP,AR and GL), Ms Excel & Ms Office and Tally all versions.

Work Experience:

Total **12 1/2 years** of Experience in Service Industry, Manufacturing, construction, retail and Audit firm.

Current Employer:

Organisation	M/s.Pretec Underground Pvt Ltd – [Manufacturing Industry – JV of L&T and Pretec AS(Norway)]
Role	Finance Manager
Period	Feb'2020 to Till

JOB PROFILE:

A. Accounts and Taxation :

- 1) Taking care of company's financial and accounting activities.
- 2) Filing of TDS, GST and Statutory Returns.
- 3) Correspondence with Income Tax, Central Tax and State Tax authorities.
- 4) Preparation and presentation of data required for Income tax and Tax Assessments.
- 5) Have Good Experience in Forensic Audits, Special Audits and tax audits.
- 6) Preparation and filing GSTR-1 & 3 returns and reconciliation with GSTR2B.
- 7) Manage all account payable tasks, including disbursement and customer vendor relations.
- 8) Fund request process and fund allocation to various payments i.e HR payables, statutory dues and other over-due vendor payments.
- 9) Preparation of creditors aging report.
- 10) Reconciliation of account ledgers with major vendors on timely basis.
- 11) Deduction of statutory amount before making vendor payments i.e tds, wct etc.
- 12) Inter-company Reconciliations
- 13) Calculation of profitability for each project/product-wise.
- 14) Monitoring and review of outflow and inflow of funds.
- 15) Costing of each service segment and valuation of cost per project.
- 16) Preparation of Monthly MIS reports and budget for the sub-sequent months.
- 17) Preparation and submission of FFR-I and FFR-II with banks.
- 18) Preparation of CMA data and provisional and projected financial statements for bank loans purpose.

B. Budgeting and Forecasting:

- 1) Develop annual budgets and financial forecasts for the operations.
- 2) Collaborate with department heads to establish realistic financial goals and monitor actual performance against budgeted figures.
- 3) Review of monthly expenses and implementation of cost cutting process etc.

C. Sub-con & Procurement :

- 1) Identifying good vendors and contractors
- 2) Create and implement regional procurement strategies that are innovative, cost-effective, and incorporate the growing complexities and challenges within industry
- 3) Build long-term relationships with vendors in the industry
- 4) Compare proposals for price and specifications
- 5) Negotiate with vendors to reduce costs
- 6) Review contract specifications on behalf of the company
- 7) Communicate with vendors to ensure that the product arrives in a timely fashion
- 8) Build and maintain long-term relationships with critical suppliers
- 9) Manage technological systems that track the shipment, inventory and supply of materials
- 10) Lead transformational activities to build procurement organizational capabilities and improve procurement efficiency
- 11) Prepare daily, weekly and monthly procurement reports
- 12) Ensure adherence to all safety, health, and environmental rules and regulations
- 13) Keep abreast of changing industry trends.

D. Cost Accounting :

- 14) Preparation of Cost Budgets for subsequent months based on accepted job works.
- 15) Run the monthly cost forecasts and ensure all targets are met within the stipulated time
- 16) Ensure that there is accurate recording of expenditure in the appropriate journals and ledgers
- 17) Provide assistance to the organization in preparing budget process by encouraging the budget holders to submit budgets at the expected time
- 18) Apportion costs between manifold units of production and management
- 19) Ensure the arrangement of cost of production to material costs, wages, and overhead costs
- 20) Prepare estimates of costs for unique products in order to establish prices of products and to forecast production
- 21) Consolidate cost of manufacturing for payroll and distribution of inventory accounts
- 22) Contribute to discussions and reviews conducted during yearly audit meetings
- 23) Formulate goals and assessments annually, in a timely manner
- 24) Prepare, devise, and regulate procedures for establishing unit cost of services and products
- 25) Bringing about suggestions in a bid to ameliorate accounting methods and processes.

Organisation	M/s. Sembmarine Kakinada Limited – [Manufacturing Industry – Kakinada Port]
Role	CFO
Period	Nov'2017 to Jan'2020

Accounting:

- Handling of day to day financial Transactions
- Inter Unit Reconciliations
- Finalisation of Accounts and preparation of Financial statements as per revised schedule –VI and applicable accounting standards
- Liaison with statutory auditors for timely completion of audits

Taxation:

- Filing of TDS, VAT, Professional Tax and Service Tax Returns
- Correspondence with Income Tax, Commercial Tax and Service Tax authorities
- Preparation and presentation of data required for Income tax and sales Tax Assessments
- Attending Service tax audits
- Knowledge in maintenance of RG 23A Part-I, Service tax register and RG 23C part-II register as per Central Excise Act.
- Knowledge in preparation of PLA Statement and submitting the Excise returns (like ER-1, ER-3) through online.

Management Accounting:

- Submission of Financial Follow up reports to Banks (FFR-I & II)
- Preparation of CMA data for bank loans purpose.
- Submission of MIS reports.
- Monitoring and review of outflow and inflow of cash into units and initiating corrective measures for improving profitability of the unit.

Commercial and Tender Dept:

- 26) Participation of Tender process for Indian Coast Guards Vessels, Merchant Navy Vessels etc.
- 27) Identify opportunities to expand the business, including through partnerships, mergers and new markets
- 28) Analyse sales, marketing, finance and other reports to gain insights into how to improve performance and maximize growth
- 29) Develop accurate and consistent bids with the help of relevant departments
- 30) Maintain sustainable and productive relationships with existing clients
- 31) Manage daily operations, including employee training and development, contract negotiations and production planning
- 32) Assess risks involved with new initiatives, ensure deadlines are met and be ready to handle unexpected situations

Team Management Skills:

- Coordinating a team of seven members for timely completion of statutory audits, Finalisation of accounts, Filing of statutory returns etc.

Previous Employer:

Organisation	M/s. Sical Multimodal and Rail Transportation Limited - (CFS Industry- Visakhapatnam)
Role	Finance Manager
Period	April'2015 to Oct'17

JOB PROFILE:

Accounting:

- Handling of day to day financial Transactions
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Team Management Skills:

- Coordinating a team of seven members for timely completion of statutory audits, Finalisation of accounts, Filing of statutory returns etc.

Previous Employer:

Organisation	M/s. Kankatala Textiles Pvt Limited – Group [Visakhapatnam]
Role	Finance Manager
Period	May 2013 to April 2015

JOB PROFILE:

- Handling of day to day financial Transactions
- Inter Unit Reconciliations
- Finalization of Accounts and preparation of Financial statements as per revised schedule –VI and applicable accounting standards
- Liaison with statutory auditors for timely completion of audits
- Prepared Tax invoices; Preparing sales and revenue reports.
- Work relates to TDS i.e. deductions, payment and filling
- Preparation of VAT Input and VAT Output statements.
- Calculation of VAT liability
- Maintaining the books of accounts.
- Supervise and guide the accounting department people.
- Correspondence with Income Tax, Commercial Tax and Service Tax authorities
- Preparation and presentation of data required for Income tax and sales Tax Assessments
- Submission of Financial Follow up reports to Banks (FFR-I & II)
- Preparation of CMA data for bank loans purpose.
- Submission of MIS reports.

Previous Employer:

Organisation	M/s YKM Group (Construction group – Hyderabad)
Role	Accounts manager
Period	May 2011 to April 2013
Duration	2 Year 7 months

JOB PROFILE:

- Taken care of YKM Projects Ltd Accounting and Taxation system.
- Drafting of Purchase Orders based on purchase order specifications.
- Prepared Tax invoices; Preparing sales and revenue reports.
- Work relates to TDS i.e. deductions, payment and filling
- Preparation of VAT Input and VAT Output statements.
- Calculation of VAT liability
- Maintaining the books of accounts.
- Supervise and guide the accounting department people.

Organisation	M/s Sudhakar & Kumar Associates (Visakhapatnam)
Role	Senior Audit Assistant
Period	Feb 2007 to July 2010
Duration	3 Years 6 months

Accounting& Auditing:

- Preparation of Financial Statements of Public Limited Companies and Private Limited Companies as per schedule-VI and applicable Accounting standards
- Preparation of projected and provisional financial statements on behalf of clients
- Performed audit of Charitable Institutions like AMG India International
- Performed Statutory Audit of State Bank of India, Concurrent Audit of Union Bank of India and Andhra Bank.

Worked for :

- 1) BHPV
- 2) Welfare Group of Companies
- 3) New India Assurance Limited
- 4) Steel city securities Limited
- 5) Vummaneni Mineral Waters Limited (Godavari Minerals)
- 6) Ramakrishna Public School
- 7) And 100+ organizations

Taxation:

- Performed Tax Audits and Special Audits Under Income Tax Act
- Filing of Income Tax Returns of Companies, Firms, Charitable Institutions and Individuals
- Filing of Service Tax and VAT Returns

Exposed to following areas:

- Rectification of Accounting Entries in books of Accounts
- Reconciliation of bank statements
- Verification of books of accounts and Stock Statements of various clients.
- Conducting physical verification of assets
- Preparation of financial statements of individuals and firms
- Filing of TDS returns
- Filing of Income tax returns and preparation of Tax audit reports of individuals and firms.

Personal Profile:

Date of Birth	21.06.1987
Nationality	Indian
Marital Status	Married
Passport No	S1597718
Passport Expiry	03/06/2028
Linguistic Proficiency	English,Telugu, Hindi (Can Understand)
Current Address	S.Paramesh Flat No.203, Vivekanadha Vihar Apartment, Sujathanagar, Pendurthi Visakhapatnam-530051.
Permanent Address	S/o Venkata Rao, D.No.2-16, Middle Street, V.R.R.Peta Village, Buchyya Peta mandal, Visakhapatnam -531026.

Place: Visakhapatnam

Date: 02.08.2023

(PARAMESH SARAGADAM)