**AMK Karthik, B.Com, MBA (Finance), PGDCA ,ICWAI(Inter)**

**Email: krishnakarthick.a@gmail.com Cell: 09912312611**

**Professional Summary :**

* Having **3.5 years** of **domain experience** in the field of Finance and administration and Internal Auditing in the manufacturing, education and welfare organizations. Thorough understanding of all financial transactions (Trading, P&L, Balance Sheet) and having auditing
* Have good presentation, written and oral communication skills and good problem solving skills
* Have good team spirit, goal oriented and high interpersonal skills
* Having knowledge in process of S2P, O2C and P2P.
* Excellent analytical, quick learning and problem solving skills with a desire to work in a team oriented environment.
* Audit in the Chemical Manufacturing Company "VINYL CHEMICALS" Verification of Entries in Purchase books, Sales books , BRS, journal vouchers, and valuation of opening & closing stock , verification of excise records of excise duty on inputs , statutory payments like ESI ,PF and CENVAT credit calculation on capital goods.
* Audit in the EXPORTS & IMPORTS Co, Scrutiny of LPO's with reference of FPO's, sales registers, purchase register , journal vouchers, BRS verification with respect to cash books and foreign currency valuations, 'C' Forms verifications for Export sales.
* Audit in the Architecture company " DESIGN TRIBE" verification of statutory payments PF, ESI and TDS payments, and also computation of employees salaries, and verification of service tax payments, journal voucher verification, examine the Income & Expenditure account, balance sheets.
* Having experience in Studio services for Cinema production, Alloy manufacturing and fabrication companies and finally examine the cash flow statements, P&L accounts and balance sheets of all the above companies for every quarterly in the year

**WORK EXPERIENCE:**

On July 2013 onwards Involved In Internal Audits for corporate banks, and Small scale industries , verification of some financial transactions.

**VOLTA IMPEX PVT LTD (EXIM Company)** from Feb-2013 to May- 2013

* Designation: Internal audit assistant
* Scrutiny of purchase order's ( local & foreign)
* Responsibilities: verification of purchase, sales, cash & bank registers and all books related to export and import company.
* Verification of Excise records ,cost sheets, profit and loss account which related to

manufacturing industry

**VIJAI ELECTRICALS PVT LTD** from Nov-2012 to March-2013

* Designation:Assistant costing
* Actual costing Calculations
* Responsibilities: Handling of Estimated Costing, Tender costing , Purchase Orders by using the INFOR WORKTOP (BAN ERP)

**MANOJNA EDUCATIONAL SOCIETY** (Recg by the Govt of AP) from Feb-2011 to Oct-2012

* Designation:Sr. Accountant & Admin Officer
* Responsibilities: Handling of all Financial and Office Transactions related to the college and Board of Intermediate

**ACTION WELFARE ASSOCIATION** from Jan-2008 to Sep-2008

* Designation: Accountant and Computer Operator
* Responsibilities: Verification and posting of all vouchers , receipts& payments a/c, income & expenditure a/c, balance sheet

**SAP Training:**

Trained on SAP FICO Module by SAP Partner Training Centre and well versed with hands on experience with the below sub modules of FICO.

* Accounts Payable (AP)
* Accounts Receivable (AR)
* General Ledger (GL)
* Controlling (CO)
* Cost/Profit Center Accounting

Also, having E2E process knowledge in the area of FICO from the several industries and an overview of SAP system in all other sub modules of FICO.

**EDUCATIONAL DETAILS:**

* ICWAI INTER (Pursuing)
* M.B.A Finance from Pondicherry Central University
* PGDCA FROM Cyber World Computer
* B.COM from Andhra University

**PROJECT :**

* Multi-Dimensional Financial Analysis for ECIL, Hyderabad

Ratio analysis, Cash Flow, Fund's Flow

**SOFTWARE SKILLS:**

* INFOR WORK TOP (BAN-ERP) 4.8.11
* MS-Office, Accounting Package from ICWAI
* TALLY: 7.2 & 9.0, ERP 9 Version
* SAP FI/CO ECC - 6

**PERSONAL DETAILS:**

* Name: A.M.K. KARTIK
* Date of Birth: 01-Jun-1985
* Passport No. J9219490, valid up to 10-Nov-2021
* Languages known: English, Hindi & Telugu.
* Nationality : Indian

A.M.K. KARTHIK