

CURRICULAM VITAE

P.HARI BABU

Email ID : prharibabu99@gmail.com

Mobile + 91 9000 655224

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- OBJECTCTIVE** : To seek a quality working environment, where knowledge expeperience can be share and enriched.
- PEROSONAL TRAITS** : Positive approach, transparent, reliability and ability to grasp the things quickly.
- KEY EXPERIENCE** : 14 years of experience in Finance / Accounts in NGO field.
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Fields of Expertise

Having knowledge in end to end of General Accounting process

Book Keeping and financial management

Having knowledge in all required legal and statutory compliances of NGO's

Familiar with FCRA act 2010, 12A of income tax

Exposure in booking month end accruals, Reconciliation, preparing final accounts and providing reports as per organizational requirements.

Educational Profile:-

Master of Commerce - Sri Krishna Devaraya University, Ananatpur.

Bachelor of Commerce - Sri Krishna Devaraya University, Anantapur.

Technical Skills:-

Accounting packages - Tally ERP9 and Quick books.

Type writing Lower Grade in English, Ms Office and Internet application.

WORK EXPERIENCE

S.No.	Designation	Organisation	Period
1	Finance Officer	SaciWATERs (South Asia Consortium for Interdisciplinary Water Resource Studies), Hyderabad	Jan 2015 to Still
	Accounts officer		June 2012 to Dec 2014
2.	Sr.Accountant	Forum For Integrated Development – (Chetna Organic Farmers Association -Organic Cotton Intervention Project), Hyderabad.	Jan 2011 to May 2012
3.	Accountant -Projects	Rural Development Trust (RDT), Anantapur, A.P	March 2003 to Dec 2010
4	Accountant	M/s Shiram Chits (p) Ltd., Anantapur, A.P.	Oct 2000 to Jan 2002

Professional Experience my last three Organisations

(1) SaciWATERs - Finance Officer - from 12th June 2012 to till date

Job Responsibilities:

- Manage day to day transactions and ensure timely payments made as per organisation norms & policies.
- Preparing of cash flows statements and conducting the financial review with concern programme staff.
- Prepare monthly reconciliation for all the bank accounts & grant reconciliation as per various received grants.
- Preparation of annual budget, completion
- Monitoring efficient utilization of grants for the successful implementation of project.
- Prepare monthly and quarterly financial reports and submit to the management and donors
- Proper Tds deductions made to employees, vendors etc., and quarterly returns filed in time.
- Prepare and submit monthly returns for EPF
- Prepare concern information required for quarterly and annual FC Returns
- Coordinate with internal and external auditors
- Finalisation of accounts & filling tax returns

Brief note about SaciWATERs:

The South Asia Consortium for Interdisciplinary Water Resources Studies, SaciWATERs, is committed to bringing about structural changes in the water resources management paradigm in South Asia. Within that, SaciWATERs focuses on transforming water resources knowledge systems. Key ideas are an interdisciplinary approach to understanding water resources issues, from a pro-poor, human development perspective, with emphasis on exchange, interaction and collaboration at the South Asia level. The longer term aim is to establish a South Asian "virtual water university".

(2) Worked as Sr.Accountant in Forum For Integrated Development – (Chetna Organic Farmers Association -Organic Cotton Intervention Project), Hyderabad from Jan 2011 to May 2012.

Job Responsibilities:

- Preparation of daily fund report.
- Preparation of bank reconciliation statements on monthly basis.

- Preparation of monthly cash flow statements.
- Providing assistance to the Finance Manger for preparation of financial reports.
- Monitoring efficient utilization of grants for the successful implementation of project.

(3) Worked as a Projects Accountant in Rural Development Trust (R D T) Anantapur from March 2003 to December 2010.

Job Responsibilities:

- To Maintenance of books of accounts at branch level (field office)
- Preparation of project wise donor reports and submit to the concern donors.
- Monitoring the foreign grants.
- Preparation of cash flow and funds flow statements.
- Monitoring the field visit and verify community level books of accounts.

PERSONAL INFORMATION

Name : P.Hari Babu
 Date of Birth : 14-08-1975
 Father's Name : P.Venkatesu
 Languages Known : Telugu & English
 Marital Status : Married
 Communication Address : H.No.9-114/12 Uppal Big Bazar Back side,
 Uppal. Hyderabad - 500 098.

References:

1.C.Sreenivasulu Head - Finance SaciWATERs, B-87 3rd Avenue, Sainkipuri Secunderabad - 500 094 Mobile No. 996653068 sreenivas@saciwaters.org	2.G.Mural Chief Manager - Accounts Rural Development Trust (RDT) Bangalore High-way, Anantapur (AP) Mobile No.9490913797 Murali73_atp@yahoo.com
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DECLARATION:

All the information furnished above is true and correct to the best of my knowledge. In View of the above, I request you to be kind enough to given an opportunity to serve your esteemed organization in the capacity mentioned above for which act of kindness. I shall be very thankful to you.

Place: Hyderabad

Date:

(PENDELA HARI BABU)