

CURRICULAM VITAE

ABHINAV GATLA M.Com.

Contact : 056-264 6063
Present location : Dubai (UAE)
E-Mail : abhi96526@gmail.com
DOB, Age & Sex : 27th December, 1990 & Male.
Nationality : Indian.
Qualification : Master of Commerce, Specialisation in Finance.



✓ OBJECTIVE

Seeking a challenging and rewarding opportunity in the industry which is in line with my academic background and which effectively utilizes my analytical and technical skills.

✓ WORK PROFILE

- Accounting.
- Inventory.
- Events in Educational Institutions.
- Facilities Management.

✓ PROFESSIONAL EXPERIENCE

M/s. PAMPINI POINT

Sep' 2021 - May ' 2023

Position: Inventory Assistant

The firm is engaged in distribution of Food products, located at Jagtial in India.

Key Functions:

- Maintaining and updating Records.
- Counting materials, equipment, merchandise or supplies in stock.
- Reporting discrepancies between physical counts and computer records.
- Distributing or stocking merchandise and Receive and Inventory stock.
- Maintaining an updated list of inventory items and their locations in the store.
- Communicating with vendors to order new merchandise or mark down unsold items that are approaching their expiration dates.
- Taking inventory of items in storage areas to ensure that they are labeled correctly and in good condition.
- Cross verification of items issues with delivery note.
- Preparation of monthly and Yearly Stock Reports.
- Stocking shelves with new inventory or removing outdated items from shelves as needed.
- Performing clerical duties such as counting inventory or pricing items for sale.
- Updating Records of inventory levels to facilitate accurate ordering and restocking efforts.

Higher Colleges of Technology-Dubai Men's College

Position: Events coordinator

Nov'2016 - July2021

Higher Educational institution

Key Functions:

- Taking care of the Internal and External Events.
- Ensured timely delivery of materials and assets on event days, liaising with vendors and delivery Personnel to ensure efficient setup.

- Obtained required permits and risk assessments for Internal& External events, ensuring smooth-running Planning and implementation.
- Managed onsite facilities team comprised of catering services, audio-visual services, and housekeepers.
- Designed and maintained spreadsheets documenting vendor, facility and guest information.
- Administered contracts to deliver outstanding vendor coordination, timeline development, budgeting And Day-of coordination services.
- Organised corporate events, including luncheons and dinners, conferences and special events.
- Coordinating with the suppliers and Event Organizers.
- Coordinating with the Finance to clear the payments and receipts.
- Follow up for the Upcoming Events& Catering requests.
- Collecting the Samples of the Giveaways and placing the Orders.
- Document controlling, reporting to the higher management.

M/s. ELECTROLUX COMPANY

Jun'2014 to Aug2016

Position: Administrative Assistant

The Company is providing the Facility management services, UAE.

Key Functions:

- Conducted regular reviews and official audits to validate recordkeeping and controls.
- Assisted with developing and ongoing control of costing and pricing systems for business goods.
- Managed invoices, refunds, and returns.
- Reconciled all company accounts, including credit cards and expenses.
- Verified items billed against items received, following up with vendors to reconcile variances.
- Input sales, purchase, and cash transactions.
- Monitored accounts payable and receivable statuses, keeping financial records up-to-date.
- Oversaw inventory by reviewing batch summaries and ordering based on sales trends.
- Supported preparation for annual audit process.
- Negotiated pricing for apparel and accessories from vendors to secure optimal pricing and keep costs low.
- Verified receipt of items by comparing items received to items ordered and resolved shipment order Errors with Suppliers.
- Performed negotiations for contract terms and conditions.
- Oversaw purchase order shipments by managing deadlines and cancellation dates.
- Established and managed supplier and vendor relationships.

M/s. PAMPINI POINT

May' 2013 - April ' 2014

Position: Accountant

The firm is engaged in distribution of Food products, located at Jagtial in India.

Key Functions:

- Preparation of quotations with description of goods, terms and conditions of delivery and Payment.
- Obtaining Local Purchase Order/Approved and accepted copy of quotation with advance cheques.
- Preparation of commercial Invoices.
- Posting of sales and Purchase entries and Receipt entries in Customer ledgers.
- Reconciliation of receipts with bank statement.
- Cross verification of items issues with delivery note, commercial invoice and waybill.
- Age Wise analysis of Accounts Receivables, Payables and Reporting.
- Passing of journal entries in books.
- Collecting the Cheques and Payments.
- Assisting to the Auditors.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and Trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

✓ **Education**

- Master of Commerce from SATAVAHANA UNIVERSITY, Karimnagar, India.
- Bachelor of Commerce from KAKATIYA UNIVERSITY, Warangal, India.
- Intermediate (+2) from BOARD OF INTERMEDIATE, Hyderabad, India.
- SSC from Board of Secondary Education, Hyderabad, India.

✓ **Program Certifications**

- Diploma in computer Hardware from NIPRO COMPUTER INSTITUTE, INDIA.
- AutoCAD from DISHA COMPUTER INSTITUTION, INDIA.
- Advanced MS-Excel from Microsoft, UAE.

✓ **Technical Proficiency**

- Operating System windows 2000 and 2007
- Accounting Packages Tally 7.2 and Tally ERP 9
- MS-Office Word, Excel and Power point

✓ **Personal Traits**

- Very good personal and professional relationship with friends and colleagues.
- Commitment towards work to complete in time limits.
- Work under pressure.
- Team work.

Languages known : English, Telugu, Hindi.
Father name : Ramanujam, Tailor.
Marital Status : Married.
Passport : X6042512
References : Available on request.
Visa status : Visit visa.

I hereby declare that, the above furnished information is true to my knowledge.

Date:

Place: Dubai.

(Abhinav Gatla)