

MOSAM AMARESHWAR RAO

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Operations Manager & Finance Lead

Decisive, strategic and performance-driven professional, targeting assignments in **HR Management & Financial Operations** with an organization of high repute for mutual growth

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CORE COMPETENCIES

- HR Management
- Recruitment
- Financial Operations
- Employee Engagement/ Performance Management
- Change Management/ HR Budgeting & Cost Optimization
- Accounts Payables/ Receivables
- Team Building & Leadership
- Client Relationship Management

SOFT SKILLS

- Communicator
- Decision Making
- Time Management
- Team Oriented
- People Management

EDUCATION

- **MBA** in Major (Finance) and Minor (HR) from Osmania University, Hyderabad in **2005**
- **B.Com.** (Computers) from Badruka College of Commerce and Arts, Hyderabad in **2003**

PROFILE SUMMARY

- **A result oriented professional** offering **over 17 years** of experience in **HR Management & Financial Operations**
- **Approachable Manager** - Expertise in **collaborating with top management** and **engaging with leadership** for decision-making; **determining HR framework** to meet both short & long-term business goals
- Managed **daily Accounts Payable (AP) processes**; managed vendor relations; oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions
- Excellent **employee engagement skills** to sustain growth momentum of high potential employees; led the execution of **trainings for employees** to increase opportunities for promotion, by up-skilling their competencies and capability building
- Experienced in **heading accounts & finance functions** including maintenance & finalization of accounts, budgeting, working capital management, profit monitoring, MIS reporting, building internal financial controls, & so on
- Expertise in managing **PO request submission** on the client portal and Purchase Order administration, as well as liaising between the Accounting and Operations Departments
- Digitized the **entire HR Process inclusive of all the HR sub-functions** and introduced a new employee experience platform with employee self-service features such as online goal setting and performance tracking resulting in the improvement of employee engagement & satisfaction
- **Team-based management style** with skills in determining company's mission & strategic direction, capable of **leading & motivating individuals** to maximize levels of productivity

WORK EXPERIENCE

Since Mar'22: Exelo Technologies, Gachibowli as Operations Manager & Finance Lead

Key Result Areas:

- Managing end-to-end recruitment life cycle and ensuring adherence to the process with involvement in vendor management, rate negotiation & finalization and monitoring of vendor performance
- Managing the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers
- Supervising the month-end closing process and reconciliation of ledgers
- Monitoring facility conditions and environmental performance, as well as suggesting funding levels and spending plans
- Creating an inviting and effective workplace environment
- Evaluating procedures and technology solutions to improve human resources data management
- Designing, developing and maintaining the recruitment process in the organization including its description, recruitment measurement definitions and so on
- Supporting fair and business adequate HR processes; deciding any exception to be made on the same by conducting employee policy development

PERSONAL DETAILS

Date of Birth: 21st April 1982

Languages Known: English, Hindi, and Telugu

Address: H No. 6-3-668/10/30, Durganagar Colony, Panjagutta, Hyderabad – 500082

- Compiling comprehensive training reports that detail learning objectives, alternative delivery success rates, attendance, testing, assessment scores & training expenditures; shared the same with stakeholders
- Working with higher management to create strategic operational goals
- Creating long-term strategic strategies to accomplish objectives
- Developing and maintaining the organization's fiscal and capital budgets, as well as its costs
- Monitoring both internal and external service providers' operational performance

PREVIOUS EXPERIENCE

Jan'19 – Mar'22: Collaborate Solutions Pvt. Ltd. as HR Admin.- Accounts Receivables & Payables

Highlights:

- Received daily vendor payments and updating QuickBooks
- Created invoices and sending them to collection consultants; communicated daily with the consultants for approved timesheets

Jul'17 – Jan'19: Technumen Systems Pvt. Ltd. as HR Admin.

Highlights:

- Analyzed Exception Reports for Partially Paid Securities, Custodian Securities, and Other Legal Securities
- Sent Transfer Report to Client Auditors for Confirmation and Auditors Confirmation Report to Technical Dept. for Updating
- Prepared MOT Report (Memorandum of Transfer)
- Sent MOT reports to clients for committee approval

Jan'06 – Jul'17: Karvy Computershare Pvt. Ltd. as Asst. Manager & HR Admin.

Highlights:

- Resolved the queries of Reliance ADAG (Anil Dhirubhai Ambani Group) DPs/Investors
- Coordinated with Karvy branches to resolve issues in relevant areas
- Prepared daily, weekly, monthly & quarterly MIS & Reconciliations Statements Report of the day-to-day activity of the operation process of ADAG
- Managed the project process of Reliance Industries Limited's demerger in January 2006, in which 80,00,000 share certificates of the Anil D Ambani group were delivered to registered holders with the highest level of accuracy
- Supervised the merger of Reliance Capital Ventures Limited and Reliance Energy Ventures Limited with Reliance Capital Limited and Reliance Infrastructure Limited in August 2006
- Managed the IPO of Reliance Power Limited, which raised about Rs. 50,00,000 lakhs; processed applications in a record time; credited the shares & refunds to the applicants with accuracy