

# HARI SHANKAR MOTTORA

## Accountant

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**Visa status :** Work Visa | **QID:** 29935628875 | **LinkedIn:** <http://linkedin.com/in/hari210799>

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### SUMMARY

Detail-oriented and results-driven Accountant with strong expertise in financial management, accounting operations, and client relationship management. Proven ability to maintain accurate financial records, manage accounts payable/receivable, and ensure compliance with statutory and financial regulations. Skilled in streamlining processes, preparing detailed reports, and supporting organizational financial goals. Strong analytical skills combined with proficiency in accounting software and excellent communication abilities. Seeking to leverage my skills and experience to contribute effectively to a dynamic accounting team.

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### WORK EXPERIENCE

#### Relationship Executive

Jan 2025 – May 2025

#### Federal Operations & Services Limited (FEDSERV)

- Managed and nurtured client relationships to enhance satisfaction, retention, and engagement.
- Promoted and cross-sold a diverse range of financial products, consistently exceeding sales targets.
- Identified and qualified new business opportunities through market analysis, referrals, and networking.
- Maintained detailed client and sales pipeline records using CRM systems to support retention and growth efforts.
- Coordinated with cross-functional teams to tailor product solutions and resolve client issues promptly.

#### Accountant

Feb 2024 – Oct 2024

#### District Child Protection Unit, Malappuram, Kerala

- Managed day-to-day accounting operations including accounts payable and receivable, ledger maintenance, invoice processing, and bank reconciliations.
- Prepared and maintained accurate financial records, ensuring compliance with organizational policies and government regulations.
- Assisted in budget preparation, monitoring, and reporting to support program funding and resource allocation.
- Processed payroll and maintained employee financial records in adherence to statutory requirements.
- Coordinated with auditors during financial audits and implemented recommendations to improve internal controls.
- Generated financial reports to support management decision-making and ensure financial accountability.

#### Branch Operation Manager / Sales Officer

Feb 2022 – Jan 2024

#### ESAF Small Finance Bank

- Managed daily branch operations ensuring smooth workflow, compliance with banking policies, and regulatory requirements.
- Developed and implemented strategies to enhance branch performance, optimize resource procurement, and improve operational efficiency.
- Lead sales initiatives to promote banking products, consistently achieving and exceeding branch sales targets.
- Supervised and trained branch staff to maintain high service standards and operational accuracy.

#### Accountant

Mar 2020 - Sep 2021

#### NV Enterprises, Kerala, India

- Conducted comprehensive financial data analysis to identify trends, variances, and opportunities for operational efficiency.
- Compiled and presented detailed financial reports to facilitate strategic decision-making by senior management.
- Maintained and reconciled accurate financial records in strict adherence to organizational policies and accounting standards.
- Supported budgeting, forecasting, and financial planning processes to optimize resource allocation.
- Collaborated cross-functionally to enhance accounting workflows and ensure data integrity.

## EDUCATION

**Professional Diploma in Financial Accounting & Taxation (PGDMA)**

STED Council | 2022

**Bachelor of Commerce (B.Com) in Computer Application**

University of Calicut | 2020

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## SKILLS

- Financial Reporting & Analysis
  - Accounts Payable & Receivable
  - General Ledger Management
  - Bank Reconciliation
  - Budgeting & Forecasting
  - Tax Compliance & Filing
  - Payroll Processing
  - Internal Controls & Auditing
  - Financial Data Accuracy
  - Regulatory Compliance
  - Attention to Detail
  - Problem Solving
  - Analytical Thinking
  - Communication Skills
  - Team Collaboration
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## TECHNICAL SKILLS

- Tally Prime
  - Microsoft Office Suite: Word, Excel, PowerPoint
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## ACHIEVEMENTS

- Recognized for excellence in gold loan portfolio management.
  - Secured a ₹16.45 lakh group health insurance deal, boosting revenue.
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## LANGUAGES

- English, Hindi, Tamil, Malayalam
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