ACCOUNTANT (9 Years Experience)

Seeking middle level assignments in Accounts/Finance or Office Administration with a reputed organization.

**ABOUT ME**

B.Com with over 9 years of proven work experience in accounts department of various private Ltd companies both India and Abroad.Well informed on the entire process of taxation; expertise in Sales tax, Income tax, Service tax, VAT. Deft in dealing with accounting software - Tally 9 ERP for the necessary updates. Working knowledge in Income Tax Software (ITX) Sales Tax, service tax software and TDS Software (E-TDS) and Application software’s of MS Office, Windows XP,7 and Internet & E-mail. Well experienced in entire process of accounting Activities as General Ledger, Accounts Payable/ Receivable, Preparation Of Month end MIS reports,Dealings With Banks,Bank Reconcillation,TaxRelated activities both Govt. and Auditors, Payroll, Intercompany reconcillation,TrialBalance,P/L,Balance Sheet Upto finalization.Proper co-ordination,supervision and controlling duties of Accounts Dept.and Office staff.If I get a chance to work with your organization, I can prove my ability,enhance my knowledge and acquire good experience which can be utilized for the growth of the firm.

**LANGUAGE PROFICIANCY**

ENGLISH

HINDI

MALAYALAM

Mar 06 - Apr 07

Chalakuzhy Traders Erumely,Kottayam As Accounts Executive.

M.G.University

B.COM

Kerala H.S Board Exam.

**PERSONAL INFORMATION**

Date Of Birth : 25th August 1983.

Sex : Male.

Religion : Christian.

Marital Status : Married.

Accounting Software: ERP,Tally (7.2&9)

Application Software: MS.Office,Win Xp,7

Other : ITX(IncomeTax Software)

 ETDS(TDS Software)

 X- cise(Central Excise Software).

**ACADEMIC**

PLUS TWO

S.S.L.C

Kerala Secondary Board Exam.

**TECHNICAL KNOWLEDGE**

**WORK EXPERIENCE**

G4 Sales & Marketing Associates, Cochin As Sr.Accounts Officer.

Nov 14- Present

Cont. LLC,Muscat,Oman As Senior Accountant.

Apr 07– Mar 12

XPrint Solutions Pvt Ltd, Cochin,Kerala As Accounts Officer.

Mar12- June 14

**AREA OF EXPERIENCE**

**Finance/Accounts**

* Booking the Expenses & Incomes
* Making Monthly Provisions effecting some adjustments
* Preparing & Maintaining Sales Day Book,Purchase Day Book,Cash Day Book & Ledgr.
* Preparing Debit/Credit notes on the basis of corresponding documents.
* Review monthly closing process and also prepared month-end consolidation
* Responsible for balance sheets and profit and loss statements.
* Prepared invoices of sales and forwarding invoices to concerned clients.
* Follow up outstanding –Receivables/Payables.
* Preparation of Stock Statements for Banks.
* Preparation of Book Debts & Creditors.
* LC Documents i.e. Discounting & Presentation of Bills.
* Preparation & Arrange RTGS/NEFT Banking transactions
* Streamlined process for easy and prompt collection of dues from the clients.
* Maintained relationship with clients for work to be carried out smoothly.
* Issued cheques to our creditors and distributors on priority basis.
* Bank Reconciliations.

**Tax Operations**

**Income Tax**

* Booking TDS Transactions in Tally 9 ERP on verification of entered documents
* Prepare Income Tax Challans(TDS,Advance Tax,Regular taxes)
* Prepare Quarterly/Yearly E-TDS returns.
* Tracking Refunds with Income Tax.
* Responsible for Sales Tax, Service Tax & TDS Returns (e-filing).
* Preparing TDS Certificates Form 16 & 16A
* Steered tax issues and calculated in Income Tax, Service Tax and Sales Tax.
* Authorized person to revert to all tax related queries to the external agencies.

**Sales Tax (VAT)**

* Prepare Monthly Vat Report adjusting Input Credits
* Verify Input Credits & Output taxes
* Prepare & Maintain Vat Records
* Prepare statement of various forms for reduce Taxes

(C Forms, Form 37, Form 40,F Form, Form 15,Form 515/505 etc.)

* Prepare Statements to produce Sales Tax Authorities.
* Attend Sales Tax Matters.
* Preparation Of Monthly Return & Annual Returns Through Tally ERP 9
* Submission of Monthly E-Returns through Vat Soft.
* Sales Tax Registrations
* Vat Audits
* Tracking Vat Refunds

**Service Tax**

* Booking Service Tax Transactions
* Preparing Service Tax Challans
* Prepare statements for taking service Tax credit in Cenvat
* Prepare Quarterly returns to service Tax Departments.
* Maintain proper records & Produce before service Tax Authorities.
* Service Tax Registrations.

**Inventory Management**

* Placing Purchase Orders
* Inventory reconciliation and Variance Analysis.
* Keep track of physical stock and tally with computer records.
* Co-Ordinationg Incoming And Outgoing Stock,deliveries and logistics
* Complete paperwork for domestic and customs.

**Office Adminstration**

* Proper supervision, co-ordination and controlling of accounts department
* In charge of Office Administration for day today operational activities.

**EXPERIENCE IN DETAIL**

Organization : Marketing Associates Pvt.Ltd

Designation : Sr.Accounts Officer

Duration : November 2014 To Present.

Organization : Al Nairooz Trading & Contracting Co.LLC, Muscat,Oman.

Designation : Senior Accountant.

Duration : April 2012 To June 2014

Organization : Xprint Solutions Pvt.Ltd.Ernakulam,Kerala

Designation : Accounts Officer.

Duration : April 2007 To March 2012.

**RESPONSIBILITIES UNDERTAKEN:-**

* Well versed with the usage of Accounting Software using Tally 9 ERP for the updating entries.
* Preparation Of the Bank Reconciliation Statements.
* Reconciliation Of Debtors & Creditors
* Verification Of voucher & Other documentary papers
* Communication with clients, banks, external auditors when required.
* Processing invoices with relevant operations.
* Dealing with supplier enquiries.
* Embodied the company to answer all questions related to taxation.
* Responsible for authoring and keeping of bills, receipts, vouchers, invoices, purchase orders and employee attendance records.
* Recorded all monthly, quarterly, half quarterly and yearly audited accounting statements and balance sheets for the organization and forward the same to the team head.
* Streamlined the process of preparation and submission of Sales Tax(Vat),Service tax & Tds Returns(E – Filling)
* Represented the organization in front of the tax authorities and the external auditor to clear their doubts and queries regarding the accounting entries.
* Worked as a Tax Consultant for the organization to help them compute the amount of tax payable and comply with statutory regulations related to taxation.
* Initiated the process of availing the refund from local sales tax authorities by the years 2007 – 08.and 2008 -09 and 2009 -10.

**RESPONSIBILITIES UNDERTAKEN:-**

* Co-ordinating and supervising Accounts Dept.and office staff.
* Handling Bank Operations, Doing Bank Reconciliation.
* Authorized person to revert to all tax related queries to the external agencies.
* Responsible for Sales Tax, Service Tax & TDS Returns (e-filing).
* Booking TDS Transactions in Tally 9 ERP on verification of entered documents
* Prepare Income Tax Challans(TDS,Advance Tax,Regular taxes)
* Prepare Quarterly/Yearly E-TDS returns.
* Inventory Management
* Booking the Expenses & Incomes.
* Preparation of Stock Statements for Banks
* Preparation & Arrange RTGS/NEFT Banking transactions
* Reconciliation of Cash , Cheque and Credit Card
* Making & Distributing Salary to Employees.
* Debtor & Creditor Account Reconciliation & Making its subsequent Payment & follow up for Recoverable.
* Various MIS Required by Management Such as Cash Flow,Fund Flow, Sale Reconciliation, Liabilities Statement wise, Customer Outstanding Statement, Discount Statement etc time to time sought by Management.
* Placing Order For Consumable & keeping control over stock & its usage.
* Reconcillation Of Debtors & Creditors
* Verification Of voucher & Other documentary papers
* Processing invoices with relevant operations.
* Dealing with supplier enquiries.
* Responsible for authoring and keeping of bills, receipts, vouchers, invoices, purchase orders and employee attendance records.

**RESPONSIBILITIES UNDERTAKEN:-**

* Managed vendor accounts and generating cheques on demand
* Co ordinated monthly payroll functions for 200 plus employees
* Managed accounts payable,accountant receivables and payroll departments
* Reported on variances in quarterly costing reports
* Monitored and recorded company expenses
* Responsible for authoring and keeping of bills, receipts, vouchers, invoices.
* Managed others operations such as deposit of cheques and cash, withdrawal from bank for day to day use.
* Handled reconciliation of bank accounts on monthly basis.
* Intercompany Reconcillation.
* Keeping track in the Bank & other important Commercial affairs.
* Preparation of the Bank Reconciliation Statement.
* Reconciliation Of Debtors & Creditors.
* Verification Of Vouchers & Other documentary papers.
* Communication with clients, banks, external auditors when required.
* Processing invoices with relevant operations.
* Dealing with supplier enquiries.
* Recording all purchase of Fixed Assets (Vehicles and machinery).
* Monthly Payroll booking & salary disbursements.
* Follow up outstanding queries on purchases invoices held for payment.
* Preparation of costing of imported materials of the outside countries.
* Preparing of Leave/Final settlements.
* Other related affairs assigned by the Management.

Organization : Traders

Designation : Accounts Executive.

Duration : April 2006 To March 2007.

**RESPONSIBILITIES UNDERTAKEN:-**

* Handled accounting transactions using tally 7.2 on day to day basis and submission of relative reports to directors.
* Steered a wide array of responsibilities such as fund management, accounts, bank coordination, finance, tax matters etc.
* Ensured smooth transferring of funds using RTGS / NEFT facilities.