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**OVERVIEW**

A resourceful and result-oriented individual with keen interest to further a challenging career in the field of Finance and Accounts, Concentrated in Accounts Finalisation and Consolidation, Prepration of Financial Statement, Preparation of Reconciliation Statements and Cash book Preparation of presentation for Audit. Seeking a promising position that offers both a challenge and a good opportunity for growth and to upgrade skills to serve the company better.

**CAREER SUMMARY**

**C**ost and **M**anagement **A**ccountant enriched with **G**rad**.M**embership in **I**nstitute of **C**ost **A**ccountants of **I**ndia **(ICAI, formerely know as ICWAI)** and having Eight plus years’ experience in Manufacturing Industry as well as Service orientedOrganisation.

**KEY HIGHLIGHTS**

* *Highly accomplished accounting, finance-management professional with successful track record of developing and administering effective organizational policies and procedures.*
* *Oreinted with strong analytic skills and diagnose financial statements to resolve issues and build financial forecasts.*
* *Expert knowledge of accounting for manufacturing plant operations*

**KEY STRENGTHS**

* *Ability to build interpersonal relationships*
* *Positive mindset & Hardworking*
* *High degree of self motivation*
* *Team work Spirit*
* *Good negotiations kills*
* *Rapid Learning Capability*
* *Adaptability to manage the situations*

**EDUCATIONAL QUALIFICATION**

* **Grad. Of Institute of Cost Accountants of India (ICAI, formerely know as ICWAI), Dec 2009**
* **Bachelor of Commerce. (B.Com)**

**COMPUTER SKILLS**

**Operating Systems :** DOS Windows (3.x/9.x/NT/2000/XP/2003, XP)

**Software Knowledge** : **Tally**,,Adobephotoshop, Hot Soft, E-mail, **Quick books**

**Office applications :** MS Office – Word, Excel, Power Point

PROFESSIONAL EXPERIENCE

1. **BRAHMOS AEROSPACETHIRUVANANTHAPURAM LTD (Govt. Of India**)

**Position: Assistant Accounts Officer, 5 years (Sep, 2011 – Sep, 2016)**

**Company Profile**:A Leading Manufacturer of Air Craft, Missile parts and Aerospace omponents,

 [Approx annual turnover of over Rs. 50crores]

**Duties & Responsibilities:-**

Prepare Trail Balance, Trading, Profit & Loss, receipts & Payments, Income & Expenditure, Balancesheet etc…

Prepare Profit & Loss statement, monthly closing and cost accounting reports.

Preparation of Cash Book, Day Book and Bank Book

Compile and analyse financial information to prepare entries of General Ledger and related supporting documentation in compliance with company policies

Preparation of supporting vouchers to record day to day transactions and ensure all the books of accounts are properly maintained and the same are kept upto date all the time transactions.

Cash flow, Funds Flow and Working capital analysis

Manage Accounts Receivable (Sundry debtors) and Accounts Payable (Sundry Creditors)

Purchase Negotiation and procurement of materials/services in accordance with requirements

Prepare and review budget, Revenue Expenses, Payroll, Invoice entries and other business documentation

Bank Reconciliation and managing Bank Accounts

Laison with Internal and External auditors in completing audits

Preparation of detailed year end schedule and accounts for audits

Current Assets/Fixed Assets Management including depreciation

Costing of products and implementing cost allocation plans like Preparation of Machine Hour Rates

Inventory management and Control, Payroll Management and exeution

To ensure the timely submission of all the reports to the management of scheduled time

Preperation of MIS report:- Profitability, Aging, Sales Analysis and other customized reports..

Liaison with auditors, Banks and Suppliers

Checking Payroll, preparing leave & final settelments for the employees as per law.

Developing Inventory analysis reports and analyzing variances and monitoring inventory transactions

**2. Kerala State Backward Class development CORPORATION.**

**Position:Payroll / Accounts Assistant, 1 year(Sepr, 2010 – Aug, 2011)**

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**Duties & Responsibilities:-**

Prepare Financial statements and Cash flow staments

Manage Closing and opening adjustment entries and check final Trail Balance

Prepare cash management, cost reconciliation and passing journal entries

An interface between account profile and management often bringing to notice the status of loan and its recovery.

Prepare final accounts, such as profit and loss accounts and balance sheets.

Handle the cash flow

Check timesheets and enter data into the payroll system and do fast crook checking and forward to accounts department.

Payroll administration and timekeeping

Promoted the number of connections among corporate customers

Perform related work and other duties as assigned.

**3. HLL Lifecare Ltd (***formerly* ***Hindustan Latex Limited*)**

A Government of India Enterprise, (http://www.lifecarehll.com/)

**Position: Accountant Trainee, 2 Years** (*June 2008 – July 2010*)

**Duties & Responsibilities:**

* Review and analysis of internal audit reports of Units, Regional offices &C&FAs.
* Preparation of MIS reports on internal audit observation summary.
* Conducting operational audit in various Units/Divisions mainly relating to Purchase operation, Packing operations, Material planning and Control etc.
* Assisting in preparation of Agenda for Audit Committee Meetings.
* Preparation of Various MIS reports like Ratio analysis& Segment reporting
* Receivables/ debtors analysis.
* Inventory analysis & management
* Assisting finance & accounts for finalization of accounts
* Prepare timely and accurate delivery of Monthly, Quaterly and Annual Cost accounting Reports
* Preparation of Budget and execution of budget

Preperation of MIS report:- Profitability, Aging, Sales Analysis and other customized reports.

**4. Sunod Kumar & Associates (*Chartered Accountants Firm*)**

Designation : **AccountsTrainee**

Experience : **6 Months** (*2nd July 2007 to 10thFeb 2008*)

**Duties & Responsibilities:**

* Book keeping and Vouching for Internal

Audit

* Prepare and review budget, revenue, expenses, payroll and invoice entries
* Assisted in preparing financial statements, including monthly and annul accounts
* Filing Sales Tax Return & IT return
* Preparation of Bank Reconciliation Statements

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| PERSONAL DATA | * Nationality : Indian.
* Date of Birth : 16t June 1984
* Language Skills : English, Hindi, Malayalam
* Marital status : Married
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| REFERENCE | Available upon request |
| DECLARATION  | I DO HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE |