RESUME

**GANESH**

**GANESH.373210@2freemail.com**

**EXPERIENCE**

1. **AKSHARA GROUP (CONSTRUCTION COMPANY ), INDIA**

 **Position Held: Accounts Manager (Jan 2017 onwards)**

 Responsibilities & Duties:-

* Dealing with the preparation and submission of **VAT** returns on a monthly basis.
* Preparing and filing of **VAT** returns periodically, without fail.
* Providing advice on tax planning and **VAT**.
* Meets accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports.
* Maintains accounting controls by establishing a chart of accounts; defining accounting policies and procedures.
* Maintains financial security by establishing internal controls.
* Avoids legal challenges by understanding current and proposed legislation; enforcing accounting regulations; recommending new procedures.
* Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Accomplishes accounting and organization mission by completing related results as needed.
1. **M. MOHAN ASSOCIATES (CA), INDIA**

 **Position Held: Assistant Manager (Jan 2014 – Jan 2017)**

EXPERIENCE IN BANK AUDITS:

1. 3 Year experience in Statutory Audit of many branches of banks like Canara Bank, Federal Bank etc.
2. 1 Year experience in Stock Audit for Indian Overseas Bank.
3. 1Year experience in Concurrent Audit of Central Bank of India.
* Experience in Internal Audit of Charitable Institution.
* Experience in Accounting & Income Tax Return filling for Individual and Partnership Firms.

Responsibilities & Duties:-

* Income Tax
* Preparation of Computation of Income and Income Tax Returns for Various kinds of assesses.
* Preparation of submissions against notices received from the income-tax authorities during the assessment and appeal proceedings
* Projecting tax liability and calculation of advance tax payable
* Tax audits for Private Companies, individuals and firms
* TDS compliance
* Tax planning
* Statutory Audit
* Statutory audit of Private Limited companies engaged in trading and manufacturing businesses.
* **VAT** Audit.

**PERSONAL DETAILS**

D.O.B : 23-07-1991

Gender : Male

Religion &caste : Ezhava, Hindu

Nationality : Indian

Marital Status : Single

**LANGUAGES KNOWN**

Read : English, Hindi, Malayalam

Write : English, Hindi, Malayalam

Speak : English, Hindi, Malayalam, Tamil

**PROGRAMMING SKILLS**

1. Microsoft
* OFFICE
* EXCEL
* POWERPOINT
1. **TALLY**
2. VISUAL BASIC
3. WEB SESIGNING
4. PHOTOSHOP

**ACADEMIC PROFILE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXAMINATION PASSED** | **YEAR** | **NAME OF THE BOARD/ UNIVERSITY** | **CENTRE STUDIED** | **PERCENTAGE****SCORED** |
| **CA** | **2013-** | **INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA(ICAI)** | **ICAI,NEW DELHI** | **COMPLETE THREE YEARS OF ARTICLESHIP** |
| **M.com** | **2013-2015** | **UNIVERSITY OF KERALA** |  **GOVT. COLLEGE , KARIYAVATTOM** | **53** |
| **B.com** | **2010-2013** | **UNIVERSITY OF KERALA** | **SN COLLEGE, CHEMPAZHANTHY** | **75** |
| **HSE** | **2008-2010** | **BHSE,KERALA** | **SANTHIGIRI VIDYA BHAVAN HIGHER SECONDARY SCHOOL** | **78** |
| **SSLC** | **2008** | **CBSE** | **SANTHIGIRI VIDYA BHAVAN SENIOR SECONDARY SCHOOL** | **60** |

**CERTIFICATES**

1. TALLY FINANCAL ACCOUNTING PROFESSIONAL

TALLY.ERP9 VOL I-III (2010/06/18/104)

1. NATIONAL SERVICE SCHEME

UNIVERSITY OF KERALA (ENR NO: 10/176, 13013)

**DECLARATION**

 I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.