**CURRICULAM VITAE**



**ANANTHA**

**Email Id :** [**anantha.381894@2freemail.com**](mailto:anantha.381894@2freemail.com)

**Educational**

1. Bachelor of Commerce (Aggregate 63%)

2. The Institute of Chartered Accountants of India

C.A. Inter, and Passed one of the Final Group.

3. Computer Knowledge

MS Word, MS Excel, Tally,Tally ERP, ORACLE,

4. Hobby : Travailing and Listening to Music

5. Extra Curricular Activities

NCC Volunteer, Athletics

**PERSONAL PROFILE**

Date of Birth : 01.07.1972

Languages Known : Kannada, English, and Marathi, Hindi

**BREAF DESCRIPTION OF EXPEREINCE**

**Accounts,Direct Taxes,Indirect Taxes,Import & Export,Administration**

Career objective

To be an efficient learner to explore more skills by making best use of the available opportunities which suites to my career and to do task productively for growth and development of the organization.

**Competencies.**

Good Team Leader, Ability to thrive in High stress situation,Motivator,Timeliness,Innovative thinking,Active Participation,Enthusiastic.

Career Summary

**M/s sheshanka Group of Companies, BANGALORE ( AUGUST-1995 TO JULY-2005 )**

Worked as an Accounts officer in M/s sheshanka Group of Companies having four units and handled independently Accounts and Finalization work of four Units .

**Sembcorp Infrastructure (India) Pvt. Ltd a MNC, Singapore based Co.From Sept 2005 to July 2009.**

Worked as an Office Manager in Head Office, Bangalore.

**Pure Chem Industries Ltd - Manufacturing Cement and Fiber Cement Sheets at Onigbedu, Lagos(Nigeria) as a Financial Controller ( AUGUST-2009 to JULY-2013)**

**ACCOUNTS MANAGER**

**A & H Consulting Pvt. Ltd,Industrial cooling Tower Co.Neo Industrial Cooling Tower Co. Ahead Charitable Institution.Dharwad (From August 2013)**

**WORK EXPERIENCE**:

**Sheshanka Group of Company:**

Over all management of the Accounts and Financial Work of sheshanka Group of companies having four Units.(All Four units are having tax audit)

* S.MART LTD: Franchisee for ICICI HOME LOANS, Corporate Adviser for TATA AIG GENERAL INSURANCE and ICICI PRUDENTIAL LIFE INSURANCE having Turnover around 3 Crores
* SHESHANKA FINANCIAL SERVICES PVT. LTD- Corporate advisory services LOAN SYNDICATION, Project Counseling and Investor services for corporate entities. Having Turnover around 4 Crores
* SHESHANKA SECURITIES PVT. LTD-Shares and Stock Brokers, Member of NSE,BGSE,OTCEI,Distributors of Mutual Fund Products. Having turnover around 10 Crores.
* SACHIN ENTERPRISES-Dealers for Colgate and Marico products having turnover around 7 Crores
* Preparation of Project Report
* Preparation of Net Worth Certificate
* Tax Planning,Sales Tax,Central Excise,Internal Audit

**SEMBCORP INFRASTRUCTURE (INDIA) PVT LTD AND L&W CONSTRUCTION PVT. LTD.(Singapore Based Company)(Worked as a Finance Manager)**

Full In charge of Accounts and administration

* Maintenance of Accounts, Liaison with Bankers and Auditors
* Service Tax, Income Tax,Finalization of Accounts
* Co-ordination with Head Office, Singapore
* Income Tax Calculation of 300 employees with supporting investment Document.
* Debtors collection

Accounts finalization

* Income Tax

Service Tax

* Monthly reporting to Singapore
* Co-ordination with auditors
* Liaison with bankers
* Preparation of Tender
* Personnel Functions- Interviewing Candidates,
* Vat.
* Bank Guarantee .
* Letter of Credit.
* Attending Hearing of Tax Authorities
* Salary Preparation and Distribution
* Capital & revenue Budgeting

**Purechem Industrial Ltd(Nigeria)- Accounts and Admin Manager (Financial Controller)**

**HEAD - ACCOUNTS**

In charge and coordination of Factory Accounts:

1. Budget for Factories
2. Factory Finance
3. Factory Accounts
4. Purchase At Factories
5. Administration – Factories
6. Stores
7. **BUDGET**

* Co-ordinate in preparation of Annual budget
* Reconciliation of material receipts, consumption, stocks

1. **FINANCE**

* Monitoring of Bank Balances for Factory Bank Accounts on daily basis
* Issuance for expenses and monitoring of the same on regular basis

1. **ACCOUNTS**

* Escalating non compliance of Purchase, Contracting and Expenses, as defined in the DOA / Finance / SOP Manuals
* Stock control, verification & reconciliation of Raw Material, Finished good, Engineering spares, Fuel, Packing Material etc specifically in quantity
* Monitoring and performance of day to day activities of Support Staff.
* Review of receipts and payments, Advances and Recoveries
* Ensure accounting of all payments and sales vouchers
* Purchase of stationaries for Factory
* Ensure payroll and salary payments
* Confirm receipts and ensure issue of receipts and SCO
* Monitoring movements and flow of finished goods and sales reconciliation including warehouses
* Monitoring engineering stores and preparation of costing of both local and imported parts
* Preparation of monthly consumption of Eng. stores
* Ensure co ordination for Internal Audit Functions.
* Liaison with applicable Statutory Authorities like PAYE etc relating to Factory

1. **LOCAL PURCHASE**

* Monitoring stock of Stationeries and other materials etc for purchase at Factory
* Negotiate for best price & Issue of LPO
* Monitor receipt of materials at factory.
* Payment of invoices when due.

1. **ADMINISTRATION**

* Co-ordinate and ensure smooth administration of time office and weigh bridge
* Co-ordinate and ensure smooth functioning of various Office automation equipments like Computers, Copiers, Printers, Internet etc
* Maintenance of stationery and other requirements.
* Ensure compliance in respect of pension payments, PAYE and other local payments like land use, tenement rates adverts etc.
* Authorized signatory for all Bank and cash handling.
* Liaison with Ministry of Internal Affairs/Immigration for Renewal, Re entry or any other requirements
* Co-ordinate for various permits/ licenses and keep up to date records
* Renewal of Mining Lease from Federal Ministry of Solid Minerals (through GM/Mining Engineer)
* Factory License from Ministry of Labour (through GM / HRD)

1. **OTHERS**

* Local staff under you & Department : Recruitment / Appraisal for yearly increments / recommend termination as & when required
* Any other functions required to be done from time to time depending upon necessity for the Company.
* Passport renewals,scrap Sales,**Port clearance of coal and Gypsum**