

**SHATHISH**

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# Profile Summary



**Core Competencies**

Financial Accounting Financial Planning & Analysis

Account Payables & Receivables Budgeting & Cost Analysis Reconciliation of Accounts

Cost Accounting Internal & External Audits Reporting & Documentation

Direct & Indirect Tax Statutory Compliance

**Education**



* **Accomplished Finance & Accounts professional** offering diversified experience in steering **Financial Accounting Operations and Accounts Payable & Receivable**
* Proficient in **reviewing and enhancing all financial procedures and internal controls**, automating financial information systems along with coordinated budget projections
* Proven excellence in **planning and executing monthly, quarterly, annual closure schedules** and providing monthly financial statements, along with administering the monthly closing process
* Skilled in **reviewing balance sheet accounts and profit & loss accounts** at unit level and ensuring integrity of all reported financial statements; successfully managed financial accounting, payables & receivables management, preparation of ledger books, bank reconciliation statements and finalization of accounts
* Hands-on experience in **supervising daily Accounts Payable (AP) processes** and clerks and managing vendor relations as well as timely and accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions
* Competent in **managing operations of the Accounts Receivable (AR)** section with focus on ensuring efficient processing (payment allocation, reconciliation and month-end reporting) of company receivables
* Exposure in managing **Direct & Indirect Tax compliances**, timely & correct payments and compliance of Sales Tax, VAT & other tax returns; ensuring payments to vendors & partners by ensuring proper accounting systems, processes & controls
* Excellent in **measuring financial and operational performance** through Accounting, Taxation, Tax Audit & Financial Matters, thereby identifying key issues to maximize profits/ minimize expenses.

# Notable Accomplishments Across The Career



* Showcased success & effectiveness in **providing information on financial status by preparing reports** such as audit reports, financial statements & other required documents
* Effectiveness in **Auditing the accounts** of individuals, partnership concerns & private limited companies
* Successfully managed the **preparation and filing of GST Returns** on a monthly basis; ensured on-time payments (monthly) of GST
* Recorded and managed all **accounting entries in ERP-9/ MS Excel**
* Contributed in **delivering support in the implementation of system** which resulted in a cost saving
* Acted as a part of the team to establish multiple processes, controls & systems to ensure operational excellence and reduce risk

# Work Experience

## Jul’ 14 to Present

**Chartered Accountants, Salem, Tamil Nadu as Audit Associate**

**Key Result Areas:**

* Preparing the Reconciliation Statement, issuing year-end closing of the books of accounts and preparation of financial statements, suggesting cost cutting measures, invoicing & so on
* Directing & developing organization's accounting practices, procedures and initiatives; ensuring the preparation and analysis of all financial reports comply to the needs of the organization
* Generating MIS reports & other statements with a view to apprise management of the process operations and assist in critical decision-making process
* Making sure that all accounting records (books of accounts), financial statements and other financial reports are accurate and duly comply with all statutory and regulatory requirements
* Assessing monthly performance report, balance sheet, profit & loss account, petty cash flow statements; monitoring financial accounting including GL / Bank / AR / AP / Payroll and so on; reconciling receivable & payables with their respective statements
* Maintaining and reconciling accounts as well as preparing reports; creating, documenting and posting complex journal entries; recording various inter-company transactions and cost allocations
* Ensuring security of financial information by making sure that the database are properly backed-up
* Examining & analyzing accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards; conducting reconciliation of the financial discrepancies after effective analysis of accounts information
* Conducting variance analysis to determine difference between projected and actual results; supervising inflow / outflow of funds, taking adequate measures to ensure optimum utilization of available funds towards the accomplishment of organizational objectives
* Executing tax planning & management of direct & indirect taxes for effective growth
* Facilitating compliance to internal and statutory audit, applicable acts including Income Tax, TDS & GST
* Monitoring the key parameters of the business, consolidating forecasts and budgets and analyzing trends in revenue, expense, capital expenditure & other related areas
* Directing & controlling finance to maximize profitability and generate revenue
* Formulating budgets, plans and commission activities, leading to the development and implementation of plans.

# Personal Details

**Date of Birth:** 22nd December 1993 **Languages Known:** English & Tamil **Nationality:** Indian

**Marital Status**: Single

**No. of Dependents:** 1 **Number:** NA