|  |  |
| --- | --- |
| RajeshRajesh.243195@2freemail.com  | Scan0finish |
| **MANAGER ACCOUNTS** |
|  |
| **PROFESSIONAL SUMMARY** |
| More than Thirteen years of experience with various industries in Accounts, Auditing, Taxation, Pay Roll, Costing, TDS, Service Tax, Professional Tax, Provident Fund, ESIC,VAT, Company Law, Banking including Bank facilities, Insurance, Business Plan, Cash Flow, General Administration, Legal and other related matters including self correspondence. |
| **CORE COMPETENCIES** |
| **Internal Auditing :** Execute group internal audit, Preparing effective auditing plans, Manage risk register, Preparing internal audit report, Document audit issues and Ensuring both financial and operations controls are operating effectively.**Manual Accounting** : Writing Books of Accounts, preparation of Bank reconciliation, Trial Balance, P & L a/c, B/S etc. Also experience in Sales, Purchases, Pay-Roll and Stores.**Computerized Accounting (Companies as well as Trusts)** : Setting up, modification and operational skill of various accounting software and preparation Statements of Accounts.**Income Tax (Individuals & Companies )**: Obtaining PAN, Calculation of Advance / Self Assessment Tax / FBT etc and on line transaction of Statutory payments. Computation of income, preparation of income Tax & Wealth Tax returns, on line filing of Income Tax returns, completion of assessment works by providing necessary details and attending the concerned ITO. **TDS ( of all types)** : TAN application, Calculation, deduction, preparation and payment of monthly TDS as well as Quarterly/Annual returns of various types of TDS on line; Issue of Quarterly Certificates ( Form No. 16A ); completion of assessment procedures. **Profession Tax** : Application for enrolment and Entitlement Certificates; Calculation, deduction and preparation of monthly challans; Completion of assessment procedures.**Sales Tax/WCT (earlier) / VAT (at present)** : Application of VAT Number, Calculation, preparation and remittance of payments as well as returns(Quarterly/Half yearly) with set off thereof and return for Refund; Completion of assessment by providing necessary documents; preparation of VAT Audit report and its submission on line.**Provident Fund/Pension Fund** : Calculation, deduction and preparation of monthly challans / returns as well as annual return and also formalities regarding withdrawals.**Service Tax** : Application of Service Tax Number; Calculation, preparation and payment of challans & half yearly returns etc. manually/on line.  |

|  |
| --- |
| **PROFESSIONAL EXPERIENCE** |
| **Company Name : INDEL MONEY PRIVATE LTD, THRISSUR****Indel Money** Private Limited (Indel Money) is a non-banking finance company and is one of the fastest growing company in India. The company offers various financing services including gold loan, Small and Medium Enterprise Loan, Money transfer Services tailored to meet the needs of the customers.**MANAGER FINANCE & ACCOUNTS February 2013 - August 2015**Responsibilities* Plan, execute and document audits for various operations of the organization including assessing risks and -determining scope of assigned audits
* Hands on management of statutory audit and tax audit, timely and accurate completion of all statutory filings and Tax Returns
* Liaisons with Statutory Authorities and Serve as a primary contact to represent the company to all regulatory authorities
* In charge of Loans Operations i.e. Deal Structure, Facility types, Loan types, Circles and various functions that support Loans from various Banks
* Reconciliation/preparation of the branches’ financial statements & ABA’s (Affiliated Business Arrangements) on a monthly basis and consolidate them at the year end
* Responsibilities included preparation of the monthly P&L and forecasts, monthly flash reports, quarterly forecasts and annual plans.
* Analysis and research the expense variance on a monthly basis for each business unit/branches, reviewed unusual cost records and ensured the cost data is allocated correctly. Also assisted in performing monthly analysis of corporate inter-company balances
* Reconciled detailed general ledger accounts in relation to the individual profit-centers and reconciled Member’s Capital, Partnership Distribution and Income Distribution against the general ledger.
* Analyzed and prepared the indirect cost expense on a monthly basis for each business unit, branches and corporate.
* Proactively interacted with various departments throughout the organization (including the Lending and Deposits dept.) to provide information necessary to assist in their decision-making processes

**Company Name : ARCHANA GROUP OF COMPANIES, THRISSUR**Archana Group of Companies is the Authorised Dealers for BAJAJ AUTO LTD(Two Wheelers , Thrissur Dt.) & TATA Motors (Full Range Commercial Vehicles , Thrissur& Palakkad)   **ACCOUNTS OFFICER / COMM. HEAD** **January 2011 - February 2013** Responsibilities* Maintaining all accounts works by scrutinizing entries, final scrutiny of ledger accounts, costing, passing closing entries and preparation of Accounts Statements, preparation of Tax audit reports and annexure thereof, Computation of income, Depreciation statements (Co. Law as well as IT), Deferred Tax, Annual returns (Income Tax as well as Wealth Tax- Companies, Trusts & Firms); providing statements necessary for assessment works of Income Tax, Profession Tax, VAT etc
* Analysis and research the expense variance on a monthly basis for each business unit/branches, reviewed unusual cost records and ensured the cost data is allocated correctly. Also assisted in performing monthly analysis of corporate inter-company balances
* Reconciliation/preparation of the branches’ financial statements & ABA’s (Affiliated Business Arrangements) on a monthly basis and consolidate them at the year end
* Scrutiny of salary and its related details like PF, Profession Tax, TDS and other eligible deductions; taxation of Directors personal Income Tax matters and filing Annual returns online, ROC and related works including filing of returns online, Bank Reconciliation, Self correspondence to clients, Govt. Departments, preparation of “CMA” and other statements required by bank for availing facilities
 |
|  |

|  |
| --- |
|  |
| **Company Name : CENTURY ASSOCIATES, THRISSUR**Century Associates is the authorised dealers of Two Wheel Vehicles for TVS Motors Company in Thrissur Dt.Designation : ACCOUNTS OFFICERPeriod : July 2003 - December 2010Responsibilities* Maintaining all accounts works by scrutinizing entries, final scrutiny of ledger accounts, costing, passing closing entries and preparation of Accounts Statements, preparation of Tax audit reports and annexure thereof
* Providing statements necessary for assessment works of Income Tax, Profession Tax, VAT etc
* Computation of income, Depreciation statements (Co. Law as well as IT), Deferred Tax, Annual returns (Income Tax as well as Wealth Tax- Companies, Trusts & Firms)
* Oversee monthly general ledger management, e.g, reviewed bank reconciliation, sub ledger reconciliation and other monthly closing procedures including inter-company balance reconciliation and month end closing entries.
* Other duties include preparing journal entries for commissions accruals, rent allocation; appraisal expenses accruals, recloses of income & expenses.
* Reconciled inventory count data from the warehouse team versus inventory data from the accounting system.
* Managed daily cash flow forecasts. Coordinated with accounts payable and the cash management group to determine the needs and availability of cash.

**Company Name : AYYOOB & Co, THRISSUR**Designation : SENIOR ACCOUNTANTPeriod : April 2002 - April 2003Responsibilities* Oversee monthly general ledger management and other monthly closing procedures including inter-company balance reconciliation and month end closing entries.
* Coordinated in all aspects of monthly closings and financial reporting.
* Supervised staff of three members (Accounts receivable, Accounts payable, general ledger, payroll).
* Prepared Balance sheet, reconciliation statements including inventory.
* Performed investigative analysis regarding profit and loss account.

**Company Name : VASU & SIVARAM (Chartered Accountants), THRISSUR**Designation : JUNIOR AUDITORPeriod : May 2001 – April 2002Responsibilities* Preparation of audit programmers with clients
* Responsible for finding out the weaknesses in the accounting records and systems during auditing.
* Computation of total income of Individuals and all other assesses.
* Preparation of bank reconciliation statements of various clients
* Processed accounts payable entries.
* Preparation and online filing of the income Tax, TDS and VAT returns
 |
|  |

|  |
| --- |
| **EDUCATIONAL QUALIFICATION** |
| **COURSE** | **COLLEGE & UNIVERSITY** | **YEAR** | **GRADE** |
| Bachelor of Commerce (B.Com) | Charan Singh University Meerut | 2002 – 2004 | 68% |
| Pre Degree | Sree Kerala Varma College, University of Calicut | 1996 – 1998 | 40% |
|  |
| **TECHNICAL PROFICIENCY**Software’s Known : Tally ERP and Microsoft Office ApplicationsOperating Systems : MS-DOS, MS-Windows 98, 2000, XP.**PERSONAL PROFILE**Date of Birth : 28April 1981Nationality : IndianMarital Status : Married Languages Known : English, Hindi, Malayalam, Tamil**DECLARATION**I hereby confirm that the information given in this resume is true and correct to the best of my knowledge |