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FALCON ID # 51535

Telecommunication / Manager

Residential Country : India Nationality : India
Resume Title : Ca Inter, Mba With 10 Years Of Experience Notice Period : 30 Days

EDUCATION

Qualification	Institute / College /university	Year	Country
Others	Icai	2008	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Finance Manager	Shras It Solutions Private Ltd	India	06/2012	/

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

CA INTER, MBA Finance with 10 years of experience.

Book keeping and finalization of account & Balance sheet.

10+year of results-oriented experience in Finance, Accounting, Taxation, Debtor & Creditor (Receivable & Payable) Management and Budgeting & Variance Analysis.

Advanced skills in Excel, PowerPoint, MS Word, Net Banking and E-filing.

Resourceful in dealing with various authority on matter like Income Tax, service tax, TDS, Vat and Bank Finance (project approval).

Knowledge of CMA Data and Ratio Analysis.

Good Knowledge of credit policy, discount policy, Collection policy And MPBF.
Skillful in handling the entire bank finance operations, audit systems, taxation & costing.
Creative team player with strong interpersonal and communication skills.
Resourceful in developing internal control systems for improved organization functioning.
Through understanding of Indian accounting standard and costing standard.
Basic knowledge of SAP. Strong database literacy and analytical research skills.

Additional Information :

Supervising books of account, preparing profit & Loss account and balance sheet and making adjustment.
Preparing and analyzing various reports before sending it to managerial decision making.
Preparing various types of tax returns e.g., service tax, & TDS returns.
Dealing with various Authorities on the matter Like Service tax, and Income Tax.
Insuring timely payment of various taxes & statutory due and settlements with creditors
Preparation of Debit notes and Credit notes
Preparing and Finalizing the budget for every project and for every financial year
Monthly variance analysis on central costs, comparisons of actual results to budget and forecast data
Administrative tasks including diary maintenance
Authorizing the payroll of the onsite employees by maintaining necessary forex card and required details.
Execute or assist in receivables follow-up, monitor variances, and discrepancy follow-up
Review engagement pricing calculations, preparing client invoices in accordance with the billing plan and contract
Dexterously scrutinize, verify & approve vendor's bills includes domestic and foreign payments.
Timely preparation of MIS reports
Lead and manage a team of eleven professionals, including selection/hiring, objective setting, performance management, coaching/development and training.
Implement Firm's Accounting Policies and interpret guidance in regards to accounting transactions.
Coordinating with internal and external auditors.

Finance Executive

From February 2014 to July 2014

SEMBMARINE KAKINADA LIMITED, KAKINADA

Maintained books of account, prepared profit & Loss account and balance sheet.
Prepared various types of tax returns e.g. sales tax, service tax, vat, & TDS returns.
Dealt with various Authorities on the matter Like Service tax, Vat and Income Tax.
Insured timely payment of various taxes & statutory due and settlements with creditors
Supervised the team of 5 people, and helping them in their work.
Monitored Bank balances on daily basis and reconciled the same with cash book.
Done debtor, vender and bank reconciliation
Preparing target sheet (budget) for month and recovery report for week. Analyzing gaps (Variance) between expected recovery and projected fund requirements (as per Target Sheet) and also preparing the performance report of team.
Preparing the Checklist and flow the Internal Control Procedure.

Preparation of internal audit Report as per audit working note and finalizing the same for reporting purpose.

Franchise Executive to Audit Firms
2014

From December 2012 to January

Maintained books of account, prepared profit & Loss account and balance sheet of all the client companies.

Prepared various types of tax returns e.g. sales tax, service tax, vat, & TDS returns.

Dealt with various Authorities on the matter Like Service tax, Vat and Income Tax.

Insured timely payment of various taxes & statutory due and settlements with creditors

Supervised the team of 5 people, and helping them in their work.

Monitored Bank balances on daily basis and reconciled the same with cash book.

Done debtor, vender and bank reconciliation

Preparing target sheet (budget) for month and recovery report for week. Analyzing gaps (Variance) between expected recovery and projected fund requirements (as per Target Sheet) and also preparing the performance report of team.

Preparing the Checklist and flow the Internal Control Procedure.

Preparation of internal audit Report as per audit working note and finalizing the same for reporting purpose.

Senior Audit Executive
2012

From April 2009 to July

BALANAGU ASSOCIATES, VISAKHAPATNAM

Finalizing the accounts of the clients.

Preparation of accounts to the private enterprises of the firm.

Finalizing the cash book of the organizations like Chilukuri Construction Projects Private Ltd.

Finalizing the process of Bank Reconciliation Statement.

Accounting TDS, Service tax, VAT etc by taking input credit to their respective accounts.

Remittance of TDS, Service tax, VAT etc to the concerned departments.

Played a vital role in the preparation and filing of tax returns for individuals, firms, and societies.

Verifying whether the preparation of accounts is according to the respective accounting policies.

Verifying the process of tenders like calling the tenders, awarding the tender, assigning a work order for the respective work, releasing payments, maintaining retention money etc.

Auditing the private enterprises accounting process which are the clients of the firm which are prepared by using Tally.

Audit Assistant
2009
VISAKHAPATNAM

From February 2007 to March
RAMAMOORTHY (N) & CO,

Finalizing the accounts of the clients.

Preparation of accounts to the private enterprises of the firm.

Verifying the cash book of the organizations like APTRANSCO, BSNL, CONSTRUCTION COMPANY.

Finalizing and verifying the process of Bank Reconciliation Statement.

Accounting TDS, Service tax, VAT etc by taking input credit to their respective accounts and remittance of TDS, Service tax, VAT etc to the concerned departments.

Verifying whether the preparation of accounts is according to the respective accounting policies.

Verifying the process of tenders like calling the tenders, awarding the tender, assigning a work order for the respective work, releasing payments, maintaining retention money etc.

Auditing the private enterprises accounting process which are the clients of the firm which are prepared by using SAP module and Tally.

Auditing the process of sanctioning the loan, and all the ledgers of the bank while conducting concurrent audits and revenue audits.

Attended for the special audit of debt waiver announced by the government of India for BANK OF PATIALA and also participated in the statutory audit and revenue audit of the bank.

Played a vital role in the preparation and filing of tax returns for individuals, firms, and societies.

Preparation of MIS reports of the audit done.

Preparation of whole audit reports of APTRANSCO, BSNL, NHAI, CONSTRUCTION COMPANY.

Preparation of audit check lists for different organizations