**Akhil M B**

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# Summary

Result oriented and experienced Accounting professional with expertise in all aspects of financial accounting. Having an overall experience of 5+ years in the industry.

**Areas of Expertise**

* Complex Reporting and Reconciliation
* General Ledger Entries and Audits
* Reporting and Documentation
* Accounts Payable and Receivables
* Month-end Reconciliation and Analysis
* Data Entry, receipts and Invoice
* Month-end Closing & Reporting

**Work Experience**

**Sairam K.R & Co**

Working as a Senior Accountant from April 2019 – **Present**

**Key Responsibilities:**

1. Preparation & posting accrual Journals.
2. Preparation for Statutory Amendments.
3. Preparation of GST computation and filing of GST Returns on a monthly basis.
4. Monthly & Quarterly filing of statutory returns (TDS, PF & PT).
5. Preparation of ROC Compliance
6. Preparation of Balance Sheet, P&L Statement.
7. Preparation of the Income tax returns using Winman Saral Tax Software.
8. Preparation and finalization of accounts of individuals and partnership firms.
9. Taking care of accounting books in ZOHO software.
10. Doing audits on GST and Tax audit.

**Vistra Corporate Services India Private Limited Dec 2015 – Mar 2019**

Worked as an Associate Consultants from Dec 2015 to March 2019.

**Key responsibilities:**

1. Preparation & posting of payroll (Using Greytip payroll software), accrual Journals.
2. Preparation of Management Information System (MIS) reports on monthly basis.
3. Preparation for Statutory Amendments.
4. Preparation & posting accrual Journals.
5. Preparation of Balance Sheet, P&L Statement.
6. Preparation of ROC Compliance
7. Assisting Seniors in Service tax refunds
8. Assisting Seniors & Managers in different statutory registrations.
9. Assisting employees (Client) for IT related queries.
10. Assisting employees (Client) in PF related queries (PF Transfers, UAN linking etc)
11. Co-ordination with the Admin team & processing the Vendor payments on weekly basis.
12. Monthly & Quarterly filing of statutory returns (VAT, TDS, PF & PT).
13. Filing returns related to Labor department (Form U, Form D & Holiday lists etc.)
14. Preparation of GST computation and filing of GST Returns on a monthly basis
15. **KSN & CO. Chartered Accountants, Bangalore**. **July 2013 - Nov 2015**
16. **Internal Audit**

Worked as an internal audit assistant for the internal audit of a Motor vehicles dealer from July 2013 to June 2014.

**Responsibilities:**

1. Verification of sales with Vehicle Sales folder and with the customer ledgers.
2. Bank reconciliation
3. Purchases Verification with the inventory books and with the supplier ledger.
4. Physical Cash verification with the books of accounts.
5. Bank and Cash Payments verification.
6. Verification of monthly closure entries as per various returns filed with the statutory authorities.
7. Physical verification of stock items.
8. Assisted in preparation of monthly audit reports.
9. **Maintenance of books of accounts, filing of statutory returns and forms:**

Worked as an accounts assistant from July 2014 to November 2015 in a spring manufacturing company.

**Responsibilities:**

1. Passing of sales, purchase, cash and bank transactions entries on a day to day basis.
2. Preparation of VAT computation and filing of VAT Returns on a monthly basis.
3. Preparation of Profession Tax computation and filing of Profession Tax Returns on a monthly basis.
4. Preparation of TDS Computation and intimating to the management about the same for payment.
5. Preparation of Excise computation and filing of Excise Returns (related to this specific company) on a monthly basis.
6. Updating of statutory registers relating to excise law on a daily basis.
7. Interaction with statutory authorities relating to matters such as filing of statutory forms.
8. Helped my seniors at the time of Central Excise audit of the company.
9. Preparation of Balance Sheet, P&L Statement and Cash Flow Statement.
10. **Income tax return filing:**

**Responsibilities:**

1. Preparation of the Income tax returns using Winman Saral Tax Software.
2. Online uploading of income tax returns relating to assesses having Salary income and Business income.
3. Preparation and finalization of accounts of individuals and partnership firms.

**Academic Qualification:**

* M.Com in Finance from KSOU University, Mysore with 57.90%
* B. Com in Government First Grade College, Kadur with 56.56%
* PUC in Government Junior College, Kadur with 39.00%
* SSLC in Deeksha Vidya Mandir, Kadur with 67%

**Software skills:**

1. Tally.erp9
2. Zoho Books
3. MS Office
4. Basic computer knowledge.