**Cijo Wilson**

**C/o Auto Turner  
Street No. 3, Jasdev Singh Nagar, Village Gill**

**Ludhiana- Punjab -141 003 INDIA  
Mob.: +91 99880 86608, +91 98154 44184**

**Email ID:** [**Josem856@gmail.com**](mailto:Josem856@gmail.com)



Working in Accounts field is my passion and seeking challenging assignments in the field of **Accounts and Taxation in EOU units** with an organization of repute



**CAREER SNAPSHOT**

* A competent Professional with Good & Reliable experience of more than **7 years** in the field of Finance and Accounts. Currently associated with M/s Paras Spices Pvt. Ltd., Moga (Nestle Associate) as Sr. Accounts Executive.
* Having a good working experience in Taxation.
* Having fundamental knowledge of GST & Returns.
* Having a good working experience in the field of General Accounting Insurance.
* Having good understanding of accounting concept.
* Having a working profile specialized in Indirect Taxation & Financial accounting.
* Renewal of limit with banks & Reconciliation of bank Accounts.
* Conducting Internal Audit and Reporting for Organizational Betterment
* Having a good working experience with the reputed export oriented EASTMAN Group.
* Good working experience with TATA MOTORS dealership
* Having Reliable knowledge in Insurance.
* Liaoning of refund claims, reimbursement and various incentives with TATA.
* Good Communication & Strong Follow up.

**ORGANIZATION SCAN**

Since Apr 2019 Paras Spices Pvt. Ltd., Moga Sr. Accounts Executive

Jan 2018 - March 2019 Bonn Nutrients Pvt Ltd . Ludhiana Sr. Accounts Executive

Mar, 2015 - Dec 2017 Paras Spices Pvt. Ltd., Moga Accounts Officer

Mar 2014 to Apr 2015 Eastman Caste & Forge Ltd., Ludhiana Accounts Officer

Apr 2012 till Apr 2014 Dada Motors Pvt. Ltd., Ludhiana Accounts Assistant

**JOB PROFILE**

**Currently working with PARAS SPICES PVT. LTD., Moga (Punjab) From 2019 onwards**

**(Paras Spices Pvt. Ltd.** is manufacturer of diverse food products and associated with **NESTLE INDIA**, Paras has an exceptional range of spices, seasonings, dehydrated vegetables, herbs and an extensive range of special food ingredients. Sourced from the finest production belts of the country, **PSPL** procure spices that competently meet the global standards and customer’s expectations. Backed by state-of-the-art manufacturing facilities, skilled professionals and years of expertise.)

**Sr. Accounts Executive.**

ACCOUNTS PAYABLE

* Planning of Funds Availability.
* Aging Report on Daily Basis.
* Payments to vendors as per the due terms.
* Salary and other payments.
* Stock statement working for CC Utilization from Bank.
* Reconciliation of vendor statement.
* Reporting to management.
* Payment advices to suppliers & confirmation of balance.
* Bank Payment Entries posting in books.

VOUCHING AND AUDITING

* Voucher entry of Raw Material, Packing and Capital Goods.
* Market Committee report submission to Mandi Board on Weekly Basis.
* Salary entry , reconciliation and Payments
* Other journal vouchers and reports as per requirements.
* Balance sheet Finalization related work as per requirements.
* Internal Auditing.

TAXATION: TDS & TCS

* Monthly Basis data entry & working of both companies (PNPL & PSPL).
* Smart Tds Entry.
* Online payment.
* Tds Quarterly Return Filing.
* Computation of Salary for Tds deduction of employees.
* Form 16-A & Form 16.
* PAN Verification.

GST RETURNS

* GSTR Working
* Online Payment.
* Online GST Return (GSTR1, 3B, 2A)

GENERAL ACCOUNTING

* Capital A/c & Balance sheet preparation of Directors.
* Computation of income for the purpose of Income tax return.
* Net Worth of Directors.
* GST training & Development.

C-C LIMIT (DRAWING POWER):

* Preparation of Drawing power (Stock Statements) of Paras Spices Pvt. Ltd & Paras Nutritions Pvt. Ltd. (Sister concern)
* Limit Sanctioning for utilization of CC Limit from Bank By providing Necessary Documents.
* Provide Quarterly Attested Report from Chartered Accountant of Limit Utilization for smooth working capital management.
* Reconciliation of Bank Accounts.

C-FORMS :

* Preparation of Quarterly C-forms Summary of Inter sale.
* Follow Up, Collection & Submission of C-forms to Excise and Taxation Department.
* C forms settlement of vendors after reconciliation.

INSURANCE: GENERAL ACCOUNTING INSURANCE

* Fire & Burglary Insurance covering stock & Plant & Machinery.
* Marine Insurance policy calculation & Working.
* Money Insurance.
* Personal Insurance of Directors.
* Group Insurance of Employees.
* Commercial Company vehicle Insurance.
* Directors car Insurance.
* Monthly Review of Insurance of Company Vehicle & Renewal.
* Directors’ Individual Policy Renewal.
* Claim Settlement.

DATA ENTRY: Journal, Purchase & related Entries.

**2014-15- EASTMAN CASTE AND FORGE LTD., Ludhiana (Punjab)**

**(Eastman Cast & Forge Ltd**. is a part of **Eastman Group** which comprises of Eastman Industries Ltd. and Eastman Auto & Power Ltd. With turnover for US $150 Million during Financial year 2014-16. **ECFL** deal with manufacturing all types of hand tools, agricultural tools, construction tools, automotive tools, and plumbing tools etc. **ECFL** exporting these tools to more than 40 countries worldwide like Russia, South America, Central America, Europe, South East, Asian Countries, Middle East,Africa and many more.)

**Accounts Officer**

ACCOUNTS PAYABLE:

* Reconciliation of Accounts statements & Payment to suppliers.
* Due List and management of working capital.
* Payment advices to suppliers & confirmation of balance.
* Vat data –purchase
* Vat Returns

**2012-2014- DADA MOTORS PVT. LTD., Ludhiana (Punjab)**

**(DADA MOTORS** is dealers for Bajaj 2W, 3W and Bajaj Logistics. They have setups in Ludhiana, Jalandhar and Khanna. This Company is dealers for TATA car, FIAT car, TATA commercial vehicle and Hyundai Constructions Equipments. They have setups in Ludhiana, Khanna, Moga, Ferozpur and Abohar. While Hyundai construction Equipments is for Punjab and Himachal Pradesh region.)

**Accounts Assistant**

* Internal Auditing of Books of Accounts.
* TATA Claims division – Settlement of Insurance and Warranty claims,
* Reconciliation of Insurance with Tata Motors and settlement of Pending claims.
* Vouching
* Branch Accounting and Auditing
* Incentive Preparation of Sales & Workshop Team.

**Key Achievement**: Initiated to settle pending insurance and Customer Discount Claims from 2010 onwards and succeeded in bringing more than 10crores Refund by providing relevant documents.

**ACADEMIC FORTE**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Year** | **University/ Board** |
| B.Com. – Bachelor in Commerce (Regular) | 2012 | Punjab University, Chandigarh (Pb.) |
| 10+2 – Sr. Secondary (Commerce stream) | 2009 | Central Board of Secondary Education. |
| 10th – Matric | 2007 | Punjab State Education Board |

**TECHNICAL SKILLS**

* Well versed with knowledge of Windows, MS-Office and Tally ERP 9.5, ERP & Internet Applications
* SMART TDS, TRACES & SMART TAX for the purpose of tax Calculation.
* Basic Knowledge of Oracle & SAP.

**PERSONAL SNIPPETS**

**Name :** Cijo Wilson

**Date of Birth :** 09th July 1990

**Father’s Name :** Sh. John Wilson

**Marital Status :** Un-married

**Nationality :** Indian

**Address :** C/o Auto Turner, Street No. 3,

Jasdev Singh Nagar, Ludhiana (Punjab) INDIA

**Mobile No. :** +9199880 86608, +91 98154 44184

**Email ID :** [**Josem856@gmail.com**](mailto:Josem856@gmail.com)

**\*I confirm that the above details are to the best of my knowledge, true and factual**

Date : 08/01/2021

Place : Ludhiana **(Cijo Wilson)**