RESUME

RINURAJ PT

PADINHARE THERATH (HO)

PONMERI PARAMBIL (PO)

VATAKARA (VIA)

KOZHIKODE (DIST)

KERALA-INDIA

PIN: 673 542

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Career Summary

* A detailed oriented professional with excellent knowledge of accounts possesses rich experience 8+years of experience in financial planning, analysis and accounting principles GAAP
* Admirable capacity to improve and maximize overall business and finance function
* Integration through effective communication processes.
* Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
* Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization
* Innovator with creative skills and experiences to improve overall business processes.
* Academic Qualifications

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| --- | --- | --- |
| M.com | 2012 | 55% |
| B.com | 2009 | 56% |
| HSC | 2006 | 60% |

Technical Skills

* Experienced in Working on Quickbook
* Experienced in working on Tally ERP 9.0
* Advanced MS Excel skills including Lookups and Pivot tables.
* Well versed with MS office
* Experienced in Working on HRMS Payroll Software.
* Experienced in Working on Fixed Asset Software.
* Experienced in Working on DMS(Maruti) software.
* Experienced in Working on DMS(Skoda) software.

Professional Experience

Malabar Head Quarters (MHQ)Calicut-2018 Aug to present

Assistant Manager-Accounts

* GST return submission GSTR-1&GSTR 3B upload and submit all return
* GST input Tax credit Reconciliation match GSTR 2A and GSTR 2 to minimize difference to maximize setoff
* Handling of other GST related matter such as E-Way bill, DRC returns etc…
* Prepare monthly Bank Reconciliation for daily operating Bank Account
* Managed payroll function for 435 employees through HRMS
* Calculation of Salary,bonus,and other incentives of employees
* Ensuring bonus&Gratuity payouts are calculated for employees
* Preparation and finalization monthly salary&arrear as per CTC, statutory deduction, Loan,advance deduction thereon &verifying
* Preparaton and e-filing of TDS Statements
* Preparing and generating Monthly ECR Statements for EPFO
* Preparing ESIC Challans on monthly basis
* Preparation and e-filing of ESIC and EPFO Returns

 Pinnacle Skoda Pvt Ltd- Calicut-2015 May to2018 July

Assistant Manager-Accounts

* Calculation of TDS/TCS Statement deduction/payment& filing return
* Performance monitoring of account executives and accounts.
* Maintain contact with clients giving them regular updates
* In charge of budget and administration
* Providing detailed information and reports to the directors of the Company as and when required.
* Preparation of cash and receivable forecast on monthly basis.
* Analysis of open receivable AR provision on monthly basis.
* Preparation MIS on monthly basis
* Monitoring revenue and expenses
* Checking of monthly stock and preparation of monthly stock statement and submission of closing stock statement
* Receiving cash from sales and service department and preparing day to day cash statement and also maintaining petty cash.
* Calculation of workers overtime allowances and any other benefits due them.
* Preparation and filing of GST return on monthly basis and ensure timely monthly payment of output GST

Popular Vehicles& Services Pvt Ltd Vatakara 2013 Dec to 2015 March

 *Held the following 2 progressively responsible positions*

Accounts In charge

* Prepared age wise debtors collection report
* Prepared Monthly closing report(MCR) for HO
* Prepared Monthly Performance Report(MPR)
* Supervise and develop accounting team of 8 members
* Monthly closing and preparation of monthly financial statements.
* Consolidation and evaluation of data
* Taking care of TDS,PF,ESIC,EWFetc. of the employee and preparing invoices and memos
* Working closely with other Junior accountants to ensure that duties run smoothly
* Monitoring revenue and expenses
* Review accounts payables and receivables
* Involving in deciding the pay package for different designations

Accountant

* Managed payroll function for 110 employees
* Preparation of the age wise debtor statements and accounts receivable statement
* Reconciled multiple bank accounts
* Prepared interbranch reconciliation
* Calculation of Salary,bonus,and other incentives of employees
* Prepared Manpower report for HR department

FlytechPvt.Ltd (Bengaluru) 2009 June to 2010 July

Accountant

* Daily combined cash report prepared for senior management
* Assist in preparing budgets and forecasts
* Contact venders for invoice to meet month end payments
* Prepared various report relating to debtors for senior Management
* Assist with tax filings

Academicals project

Area of project: Brand preference &customer satisfaction

Organization: V.K.C.Fortune Elastomers Pvt. Ltd

Additional information

Date of birth:21-09-1988

Marital Status: Married

Nationality: Indian

Passport no: K4453243

Date of expiry: 28-06-2022

Languages known: English, Hindi, Malayalam

Hobbies: Travelling, reading

Strengths: Creative, Discipline

Declaration

I hereby declare that the information furnished above is true the best of my knowledge.

Date: (Rinuraj)

Reference

Chandran N

General Manager

Malabar Group of Companies

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