CURRICULUM VITAE

**M. Kalyan Kumar**

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Assistant Manager Finance & Accounts with over 8 year of Experience

Exceptionally talented performing Taxation / payable and Receivable functions, To be a part of an organization where I can grow in terms of knowledge, skills and attitude and put to an effective use of my analytical abilities and professional competence in the areas of accounting & auditing ,so as to align self-development with organizational development.

Professional summary

**Present Employer Handiman Services Ltd. As Assistant Manager – Finance (Accounts Receivables & Taxation)From October-2018 to September.2019.**

**Key Responsibilities:**

**Accounts Receivables:**

* Accounting all Sales and Collection Entries on Daily basis.
* Maintaining Collection Tracker on Daily Basis and sharing Customer wise Collection details with Management and Operations Team.
* Interacting with Customers for closure of Reconciliations and getting the balance confirmation letter from the Customers.
* Review the revenue recognition during the monthly books closure to ensure that revenue

has been booked as per the terms of the contract & to ensure the correctness and

Completeness.

* Review of the P&L & Balance sheet to ensure all the cost & revenue has been booked

Correctly.

* Preparing MIS Report, Profit and Loss Account and comparing the Actuals Vs Budget on monthly basis, Provide the details to all department like Sales, HR and Admin department etc.
* In depth analysis of revenue and specific expenses & prepare monthly checks for

Management review.

**Taxation**

* Currently Handling Indirect Taxation and Statutory compliance of Handiman Services Limited.
* Monthly Handling GST Returns of 4 states.
* Computations of Workings and Maintaining 100 % Accuracy before filing the Returns.
* Filing GSTR 3B and GSTR 1 on time
* Assisting the team for smooth & timely execution Reconciliation of GSTR2

**Statutory Responsibilities**

* TDS, ESI, PF and PT Payments.
* Filing PT and E –TDS Returns, 26 AS Reconciliation on Quarterly basis.
* Handling Statutory and Internal Audit.
* Maintaining the Records for Assessments and Audit Purpose.
* Issuance and Collections of C, F and H forms and Submitting to the LVO.

**Others**

* Representing company for Appearing GST / VAT and Income Tax Assessments,
* Arranging the necessary document and providing to VAT Dept. for closer of Assessments.
* Acts as a liaison between the company and GST / VAT Department.

**Industree Producer Transform Pvt. Ltd (part of Future Lifestyle Fashions Ltd) As Finance Executive (Accounts Payable & Taxation) from July-2014 to October- 2018.**

**Accounts Payable**

* Accounting all Purchases, Operating and Capital Expenditure Bills on Daily basis.
* Providing Provision on for pending invoices for month closer.
* Preparing the Monthly Creditor Ageing Report.
* Providing monthly expenses report for MIS Report.

**Payouts:**

* Preparing the Payouts list as per Credit period and requesting the treasury team to allocate the fund in Cash flow asper fund allocation releasing the Payments to vendor and getting confirmations.

**Reconciliations:**

* Reconciling the All Vendors ledger on Quarterly basis.
* Interacting with vendor for closure of Reconciliations and getting the balance confirmation letter from the vendor.
* Downloading Bank Statements and Reconciling the Bank Ledgers on daily basis.

**Workings:**

* Collecting the Sales, Purchase and stock Transfer report of all the states after month closer
* Preparing the GST working for each state.
* Sharing the GST workings with other state consultants for filing the GST returns.

**Payments / Returns:**

* Preparing the payment report state vise and share with treasury for allocation of funds.
* Clearing GST payments as per due dates.
* Interacting with other states Consultants and finishing the GST returns filing procedure before due dates.
* Collecting the Statutory Report from HR Team and Passing the Expenses entries and clearing Statutory Payments like **PT, PF & ESI** before due dates.
* Preparing **TDS** workings and making the payments before due dates and filing the E Returns before due dates.

**Statutory Forms**

* Preparations of C & F form Receivables report for Each State.
* Follow-up with customer/ concerned person for seeking statutory forms till we get it.
* Uploading the received statutory forms in VAT website.
* Submitting forms in concerned LVO (Local VAT Office) and get acknowledged.
* Downloading the statutory forms which we have to give to other vendors on Quarterly basis and sending to concerned parties.

**Assessments**

* As per notice received from commercial tax Dept. submitting the necessary documents to department interacting with LVO Officer and closing the assessments

Previous Career Record

**Chaithanya Projects Pvt. Ltd: (Finance Executive) from December-2013 to July-2014.**

**Key Responsibilities:**

* Releasing Advances to Vendors based agreement on weekly basis.
* Booking of Expenses Invoices on Daily basis.
* Preparing Service TDS Calculations to all Projects and Clearing the Payments before due dates.
* Filing of E Returns for TDS before due date.
* Downloading Bank Statements and Reconcile the Ledgers on Daily basis.
* Collecting all the Sales & Purchase details from different Projects and consolidate the same and forwarding the details with consultants for Filing Vat Returns.
* Preparation and Filing of Monthly and Annual Statutory returns with the Concerned Authorities such as I. Tax, Service Tax, Professional tax and T.D.S Using Taxation Packages.

**Prateek Apparels Pvt. Ltd: (Accounts Executive) from May-2011 to November-2013**

**Key Responsibilities:**

* Booking of operating & Capex Invoices for all the Stores and Releasing Payments.
* Collecting the Sales, Purchase and stock Transfer report of all the states after month closer
* Preparing the VAT working for each state & sharing the VAT workings with other state consultants for filing the VAT returns.
* Preparing C Form & F Form Report on Quarterly Basis for and uploading the Received Statutory forms in Vat website Submitting Forms in Concerned LVO Office.
* Downloading the statutory forms which we have to give to other vendors on Quarterly basis and sending to concerned parties.
* Reconciling all the Statutory Expenses ledgers with Payments on monthly basis.
* Preparing Excise duty, Service Tax and TDS Calculations and Clearing the Payments before due dates.
* Filing of E Returns for Excise duty, Service Tax and TDS before due date.

Academic details

* Master of Commerce from Sri Venkateshwara University – 2006.
* B.Com from Sri Venkateshwara University -2002.
* Intermediate from Board of Intermediate Education Andhra Pradesh -1999.

Computer literacy

* Working in a fully computerized environment having Proficiency in MS-Office, Windows.
* Functional knowledge of Accounting Packages, Tally ERP 9 and Oracle (Net Suite) Software.
* Rely on Saral TDS Software.

Personal Details:

* Date of Birth : 26/03/1982.
* Father Name : M. Ranga Reddy
* Languages Known : English, Hindi, Kannada,Telugu.
* Hobbies : Playing Cricket & Listening Music
* Marital Status : Married.

**DECLARATION:**

I declare that the above-mentioned facts are true to the best of my knowledge and I am in possession of documents in proof of it. I assure that if given a chance, I will truly do my level best to attain the goals of the company.

M Kalyan Kumar