|  |  |
| --- | --- |
| **Sindhu BR** Accounts & Finance  | **Professional Summary**  |
| Having 9 Years of experience in the field of Finance Accounts,Taxation,Payroll. Ability to Analyse and evaluate administrative, financial or operational systems and controls ,handle several assignments simultaneously. * Easy going nature and able to coordinate with all departments.
* Train the new candidates and make them understand about the work.
* Utilizes my Skills & Capabilities in Accounting and Tax.
* Seeking an innovation and challenging career in a reputed organisation, which allows professional growth while working.
 |
|  **Contact**  |
| Phone - +91 9591346720 e-mail sindhugpm@gmail.com   |
| **Work History**  |
| **Home Town** -Mangalore |  | **M/s. SPACE BUILDERS** |
| ❖Presently Working for SPACE Builders as Accounts Manager |
|  **Address-**  |     2018-2020 | **Accounts Manager**  |
| **M/s. F.R Associates, Mangalore**  |
|  Kumpala Mangalore-575022  |   |
|  | ❖Worked for Franchisee in Mangalore as an "Accounts Manager " (including taxation) 2 years-F.R Associates is a franchisee retail business firm spread across various stores in Mangalore, dealing with branded apparels .  |
|   2011-2018  | **Accounts & Finance Manager**  |
| **Skills**   | **M/s Jyothi Advertisers,Mangalore**   |
| ➢Time Management\*\*\*\*\*  |   |
| * Active learning \*\*\*\*

 * Clerical Knowledge\*\*\*\*
* Confidentiality\*\*\*\*\*
* Scheduling &monitoring\*\*\*\*\* ➢Teamwork\*\*\*\*\*
* DeadlineOriented\*\*\*\*\*
* Spreadsheetsoftware (Microsoft Excel ,

GoogleSheets)\*\*\*\*  |  | ❖Worked as an “ Accounts and Finance Manager ”including Taxation for 7 years- M/s.Jyothi Advertisers is an undertaking of (Advertising, Servo Stockiest Industrial (dealership), Panambur,Kapu, Someshwara Beach Development Project)  |
| **Education**  |
|   2010  |  B.COM(Bachelor of Commerce)  |
|  **Softwares**  | **Certifications**  |
| * Tally \*\*\*\*
* Winman\*\*\*\*
* Saral TDSReylon\*\*\*\*
* Ginesys\*\*\*\*
 |   2010  | HDCA [Higher Diploma in Computer Applications]- Windows xp,10, MS Excel, MS Word, Internet ,TallyERP.9,Coreldraw,Photoshop  |
|  |

|  |
| --- |
| **JOB DESCRIPTION**  |
| **ACCOUNTS AND FINANCE**  |
| * Responsible for recording day to day entries like Purchases, Sales, cash, Bank & Journal Entries using Tally ERP9.
* Accounting of internal debit notes and credit note ➢E way bills when outward is done.
* Managing freight and Ensure that the material is dispatched on FIFO basis ➢Monthly preparation of Stock Sheet and reconciliation of stock transfer.
* Follow with sales team & dealers on a daily basis in collecting payments from the dealers. ➢Responsible for handling cash & cheques and depositing the same into bank on daily basis.
* Responsible for dealing with local vendors for Procurement/Repair/Maintenance of assets.
* Processing of travel bills, vendor payments, monthly service bills
* Responsible for preparing various MIS reports like Collection Report, collection reconciliation, Bank Reconciliation.
* Intercompany reconciliation accounting process.
* Prepare weekly accounts receivable aging report, comments of collection status.
* Monthly reconciliation of Debtors and Creditors, keeping up-to-date records
* Assisted the Accounting staff with preparation of financial budget for organization.
* Month closing as per scheduled accounts cut-off and periodic journal voucher
* Responsible for monthly ledger scrutiny and closing the accounts monthly and preparing profit loss account and Balances sheet every month- Passing provision entries ➢Escalate unresolved issues, tracking to final resolution.
* Corresponding with CA for finalization of accounts and Tax Matters
* Making Statutory and other Payment through Net BANKING-NEFT /RTGS [State Bank of India & Bank ofIndia]
* Looking after all banking related transactions i.e Bank Guarantee & Credit Card payments
* Drafting of Board of Directors Resolutions, Legal agreements, Correspondences, Renewal of agreements etc.
* Coordinating with HO for all policy & SOP implementation
* Will be responsible for additional tasks as assigned by reporting manager.
 |
| **TAXATION**  |
| * Manage and file certain time-bound processes and ensure validation of data to be accurate i.e

TDS,ServiceTax,VAT,ReturnfilingofGSTR1,GSTR3B,Reconciliationof GSTR2A,GSTR9Co-ordinating with GST consultant for GST work i.e GSTR9C) , Professional Tax & Advance Tax and Self Assesment Tax payment. * Exercising full control over the calculation of GST payable RCM payable working.
* Prepare various data require fo rGST/Sales Tax/Income Tax Audit & Assessment.
* Help to Prepare Raw data for various GSTR working.
* Record keeping of all tax filings
* Prepare various ad hoc reports required to support the tax calculations.
* Reconcile the VAT/GST/Consumption tax filings to the balance sheet and refunds
* Preparation Submission of Quarterly and Annual TDS returns
* Matching Form 26 AS figures with books of accounts
* Well versed in using **Saral Reylon** and **Winman software** for TDS filing.
* Issuing FORM16 with digital signature from TDS softwares.
 |

|  |
| --- |
|   |
| **PAYROLL -HR MANAGEMENT**  |
|  * Managing administration of the company Payroll shared services, ensuring compliance and accuracy in monthly Payroll activities
* Salary disbursement
* Verification Reconciliation of monthly payroll
* Calculation and deposit of monthly liability of TDS on salaries.
* Labour Laws, EPF, ESI,PT, Online Challan, Payroll Processing, CTC Designing, Muster roll, Pay slip generation and mail merge.
* Attendance management and salary calculation
* Gratuity calculation, Bonus, Leave calculation, F&F settlement etc.
* EPF-UAN number creation, ECR upload ,ECR file creation, Challan generation, payment, UAN number deletion, Updating the KYC details, PF claims, PF transfer / settlement forms etc.
* ESI - IP generation, Monthly challan generation & payment, ESI card update, ESI IP deletion etc.
* Professional Tax -, PT monthly returns, Annual returns.
* Maintaining of Statutory records like – Bonus registers, Gratuity Forms, ESI and EPF correspondence files.
* Maintaining Shop and establishments license and Trade license.

Manage employee queries with regard to their deductions, settlements and supporting their requirements.  |
| **COMPUTER SKILLS**  |
| * Good working knowledge in MS Word, MS Excel, Power-Point, Internet and Advanced Excel reports i.e., Pivot Table, Auto Filters, ,Transpose, V-Lookup ,H-Lookup, Splits and Freeze Panes, Data Validation ,Remove duplicates,Conditional Formatting, Text to columns ,index which are used prepare to MIS reports.
* Familiar with Excel & Tally Short Cut keys.
 |
| **PERSONAL INFO**  |
| Date of Birth  | 02-04-1990  |   |
| Languages Known  | English, Hindi, Kannada,Tulu,Marati,Malayalam.  |
| MaritalStatus  | Single  |
| Hometown  | Mangalore  |
|   |   |
|  I hereby declare that the above information furnished is true to the best of my knowledge. SINDHU B R  |