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| **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 |
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| **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. |

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| **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 |
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| I hereby declare that the above information furnished is true to the best of my knowledge.  SINDHU B R | |