

NAME

Anantha Padmanaban. S

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COMMUNICATION**ADDRESS /PERMANENT****ADDRESS**

Plot No 215
Meenakshi Nagar
Bagalur Main road
Hosur – 635109
Tamil Nadu, India.

Personal Data

Date of Birth: 10.08.1993

Father's

Name: D. Subramanian

Sex: Male

Marital status: Single

Nationality: Indian

Languages Known: English, Tamil,
Telugu, Kannada and Hindi

MY STRENGTH:

☐

Smart working.

☐

Good communicational
skill.

☐

Dedication.

CAREER OBJECTIVE

Career growth in the area of Banking, Finance, Taxation and Accounting. Aspiring to build a profession in Accounts and Finance with an organization where teamwork is required and hard work is appreciated and to be in the position which is best suited to my knowledge and skills.

AREA OF INTEREST

Internal Audits and other audits

Taxation

EDUCATION**Pursuing Professional Qualification (ICAI)**

Chartered Accountancy Course - CA Intermediate

B.com (General) (2014) Selvamm Arts and Science College Namakkal affiliated to Periyar University Percentage-65%

12th

(2011)

St. Joseph Higher Secondary School Hosur,
Percentage – 55%

10th

(2009)

Sarada Vidya Mandir Secondary School, Hosur
Percentage-65%

WORK EXPERIENCE

1. **Organization / Firm:** Mukesh Manish and Kalpesh Chartered

Accountants

Designation : Article Assistant

Period from : August 2016 To September 2019

MY ROLE IN M2K

To support and do background activities such as, Shipping bill repository addition, BRC – verification, uploading data's in website for filing various export incentives in DGFT (i.e.) Status Holder Incentives, MEIS, SEIS etc.

Verification of export documents submitted to bank for export payment collections and to monitoring the export payment realizations, clearing Export outstanding submission of FIRC and obtaining Bank realization certificates (BRC).

To update the details of export register and check the Export Duty drawback claimed and received.

To retrieve the data's for non-Realized export payment and to work for Duty drawback surrender and to co-ordinate with statutory auditors for verification and certification.

Filing correspondence letter in Central Excise, Bank, and DGFT etc.

KEY SKILLS:

- ☐ *Self-starter, can work independently or by forming a team*
- ☐ *Highly dedicated and Interested in taking New Assignments, as I get an opportunity to learn more in them.*
- ☐ *Goal oriented; able to make effective use of all available resources*
- ☐ *Ability to yield by negotiating With customers and tackle any critical situations and to form a good team and doing things perfectly.*

WORK EXPERIENCE

1. Organization / Firm: Deccan Logistics Solutions India Private Limited

Designation : Finance Executive

Period from : 19th of March 2021- Currently work here

My Role in Deccan Groups (Logistics and Supply Chain Solutions LLP

- *Accounts Payable and Receivable*
- *Maintaining Cash flow by reviewing bank activity and reconciling Monthly reports.*
- *Sales bill Reconciliation with Customers*
- *Purchase bill Reconciliation with Suppliers*
- *All Statutory Payments Like. GST, ESI, PF and TDS.*
- *Preparing Monthly Budget*
- *Quarterly GSTR Reconciliation*
- *Bank Reconciliation*
- *EMI Reconciliation*
- *P&L MIS Report*
- *Passing of all bank entries in Tally, Logics software cloud based and BNG software.*
- *Internal Audit Branch Wise. And related party transactions.*
- *Managing the Company budget to maximise revenue and identify potential areas for savings.*
- *Producing accurate financial reports and information on time.*
- *GST Audit on Quarterly Basis.*
- *Ensuring the business meets all its Statutory Compliance, obligations. Including statutory accounting Tax Issue.*
- *Preparing Financial Statements, and Filling of Individual Income tax returns.*
- *Following payments with sundry debtors.*
- *Weekly once Sundry debtors and Sundry creditors Outstanding reports to the Superior Person.*
- *Company Internal Audit and Statutory Audits*

CO-CURRICULAR ACTIVITIES

- *Learning New things, Daily updates in Taxation, Companies Act*
- *Well Versed in MS office like Excel, Power Point, Word*
- *Good Communication and Presentation Skills*

Declaration

I hereby declare that the information provided above is true to the best of my knowledge

Place: Hosur
Date: 10-03-2022

Anantha Padmanaban