

Resume

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Objective

To have a responsible and challenging position that my education and back ground will be of value, expand my knowledge, and offer opportunities for personal and professional growth

Work Experience

1. Working as **Manager – Finance** with a Multi-disciplinary Super-Specialty hospital in Calicut (a hospital with more than 800 beds, NABH Accredited) since 14th October 2015. Job Profile includes Monitoring day to day Financial Operations, Filing of GST Returns, TDS Returns, Online remittance of TDS, TCS, GST, ESI and EPF, Verification and approval Online Transportation Documents for Check Post, Verification of Sundry Payments, Verification of Payment of Salary, EPF and ESI, Scrutiny of Ledger Accounts and such other duties as the management may assign from time to time.
2. Worked as a **Chief Accountant** with **CRYSTAL ALUMINIUM PRODUCTS (P) LTD.** (Aluminium Profiles Manufacturing Company) from 24th December 2012 to 10th October 2015.

Job profile - Handling all Financial and Administrative matters which include Finalization of Books of Accounts with Auditor, Statutory Filing of Central Excise Return, Service Tax Return, VAT Return, Returns under Factories & Boilers Act, Online Payment of Taxes, Generation of Transportation Documents for Check Posts, submission of data for TDS filing and EPF filing to Consultants, Co-ordinating Company Secretarial Works, Preparation of Pay Roll and related works, liaising work with Various Govt. Departments, Scrutiny of Ledger Accounts, Monitoring all payments and providing various Reports to management on demand.

3. Worked as Audit Executive with **M/s P. Vijaykumar & Co, Chartered Accountants, Calicut** from 11th June 2012 to 28th Nov 2012.
4. Worked as part-time Faculty with various institutes imparting coaching for CA, CS students and training on practical accounting and taxation.
5. Was practicing as Accounts and Tax consultant at Calicut from December 2010 to March 2012.
6. Completed 3 years of Articleship with **M/S. K. K. R & ASSOCIATES, CHARTERED ACCOUNTANTS, CALICUT (Successors of the Calicut operations of M/s Suri & Co. Chartered Accountants) & M/S. SURI & CO., CHARTERED ACCOUNTANTS Calicut** - with a client mix of Corporate entities (both private and public), engaged in diversified activities such as trading, construction, Medicare etc, HUFs and individuals.

- **WORK PROFILE DURING ARTICLESHIP –**

- ***Malabar Institute of Medical Sciences Limited (MIMS), Calicut & Kottakkal***

Internal audit at the Corporate Head Quarters with special emphasis on review of Internal control system

Purchase procedures in relation to equipment, surgical instruments, tools, surgical and pharmacy medicines

Patient bills, cashless hospitalization bills their aging and reporting to management, In-depth study of profitability analysis of high end procedures like MRI, Echo-Cardiogram etc.

Direct and Indirect tax compliances

Stock verification and reconciliation in Surgical, Pharmacy and Perfusion areas

- **Specific Assignments:**

Review of assets capitalization process and compliance with relevant statues and Accounting Standards, examination of the end use of allocated funds.

- ***Mathrubhumi Printing & Publishing Company Limited***

Circulation Audit (ABC Audit) of News papers, Weeklies, Monthly Magazines etc..

- ***Audit under Income Tax Act*** (Audit u/s. 44AB of Companies, Firms and individuals)

Compliances with various provisions of Income Tax Act, Working out tax figures, preparing statements and returns, e-filing of returns, Tax workings relating to income of Trust, preparation of returns and statements showing the income and application of trust income

- ***Audit under VAT Act (Kerala State)***

VAT reconciliation, Ascertainment of VAT (receivable/ payable), Preparation of statements and returns, e-filing of VAT returns

- ***Statutory Branch Audit of Banks***

Performed Branch audit of Kunnamangalam and Kuttiyadi Branches of Punjab National Bank for the year ended 31st March, 2009.

7. Worked with **RAMSON & SONS**, Manufacturer of DC Motors, Rheostats, Auto Transformers, Meters etc as **Accountant cum Cashier** at **Chennai** from June 2003 to October 2004. The job involves Maintaining Accounts, Cash & Bank Transactions, Payment of Salary, Maintenance of Various Registers, Provident Fund works, Preparation of Form XVII & C Forms etc...

8. Worked with **SASI & SURESH ASSOCIATES**, Accounts and Tax Practitioners as **Accounts Assistant** at Calicut from March 2002 to March 2003. The job involves Preparation of Manual Accounts (Day Book, Ledger, Trial Balance etc.)

Course	Institution/University	Years of study	Marks - %
CA PE-II	Institute of Chartered Accountants of India, New Delhi.	2004-2006	55%
M.Com. (D.E)	Annamalai University, Annamalai Nagar, Tamil Nadu	2005-2007	61%
Additional Degree In Co-operation	Calicut University, Kozhikode, Kerala.	2003	64%
B.Com	Calicut University, Kozhikode, Kerala.	1999-2002	71%
Pre-Degree	Calicut University, Kozhikode, Kerala.	1997-1999	66%
S.S.L.C	Govt. of Kerala Board of public examinations	1997	74%

Technical Qualification

Typewriting English Lower	Board of Technical Examinations -Govt. of Kerala.	1999	Second Class
Computer Word Processing – Lower	Board of Technical Examinations- Govt. of Kerala.	2007	Second Class

Other Qualification

Holding Certificates issued by Central Board of Direct Taxes, Department of Revenue, Government of India to practice as authorized Tax Return Preparer (TRP) and Service Tax Return Preparer (STRP)

Holding Certificate issued by Department of Commercial Taxes, Government of Kerala, to practice as Sales Tax Practitioner (STP)

Software Skills

Operating system : Windows Platform

Office automation : MS-Office (Word, Excel, PowerPoint), Internet

Accounting Package : Tally

ERP Software : SAGE Accpac (Hospital Information System)

Language proficiency

Speak : Malayalam, English, Tamil & Hindi

Read & write : English, Hindi and Malayalam.

Personal data

Date of Birth : 26th April 1982.
Gender : Male
Marital Status : Married
Nationality : Indian
Passport Details : No. J 4879175 (Validity: 2011-2021)
Hobbies : Listening Music

Extra curricular activities

- Coordinated several seminars and classes on Taxation, Accountancy and Auditing for the benefit of students pursuing Chartered Accountancy Course and B.Com
- Reading, Listening Music and Interacting with peoples

Reference

1. **K. K. RAJAMANI, FCA**
K. K. R & ASSOCIATES,
CHARTERED ACCOUNTANTS
CALICUT.
PH: 0495 – 2700221
2. **CA DILEEP. M**
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3. **CS SAPNA N**
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