

# MANIKANDAN K.R

Age and Date of Birth : 28 Years, March 30<sup>th</sup> 1991  
Gender : Male  
Material Status : Unmarried  
Languages Known : English & Malayalam.  
Religion : Hindu, Ezhava  
Fathers Name : Radhakrishnan

Address : Kalarikkal Veliyil  
Arookutty P O, Cherthala  
Alappuzha - 688535  
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## **CAREER OBJECTIVE**

To pursue a long term career in a reputed organization and to achieve excellence in the field of finance and accounts, I want to enrich my experience and knowledge in a fast paced, growth oriented organization having financial inclination where I can utilize my skills. I would like to add value to the organization through the knowledge gained and application of my professional acumen.

## **Academia**

- Post Graduation in Finance , 2018  
Course Completed under Mahatma Gandhi University.
- Sales Tax Practitioner , 2014  
Enrolled in Department of Commercial Taxes, Alappuzha.
- Tax Practitioner & Computerized Accounting, 2013  
with "A" Grade from Tax Study Centre, Kottarakara.
- Graduation in Commerce, 2012  
with 50% of Marks from Mahatma Gandhi University.
- Plus Two Commerce, 2008  
with 62% of Marks from Board of Higher Secondary Examination, Govt of Kerala.

## **Present Employment**

Now I have been working as Senior Executive – Finance & Accounts since April 2019 with M/s Mind Master Technologies Pvt. Ltd. Located at Kadavanthara, Ernakulam. A Company engaged in the business of Taxi Aggregator in the brand of "PIU"

## **Current Work Exposure**

- Payments with Bulk uploading through internet banking & Bank reconciliation and day-today bank transaction
- Deduction and remittance of TDS every month, preparation of quarterly returns 24 Q & 26 Q
- Preparation of details for GST Return GSTR 1 and Form 3B.
- Preparation of MIS Report to the management

## **Career Summary**

I had been joined as an Accounts - Executive since 17<sup>th</sup> June 2013, in a reputed and leading Auto-mobile dealership – Nippon Toyota, Formally known as Nippon Motor Corporation Private Limited. Nippon Toyota is based on sales with service and service parts of Toyota Passenger Vehicles at Kerala. After I get a promotion to the position of Officer - Accounts from 01<sup>st</sup> June 2016. (17<sup>th</sup> June 2013 to 17<sup>th</sup> February 2019)

## **Work Exposure**

During these assignments my work exposure includes:

- Interaction with statutory and internal auditors.
- Getting accounts ready as per Auditor, Tax departments and Trade requirements.
- E-Payment & E-Filing of Tax related matters.
- Preparation of E-way Bill.
- Preparation of consolidation in GSTR 2A, and GSTR 2.
- Preparation of details for GST Return GSTR 1 and Form 3B.
- Preparing statement relating to creditors, debtors, bank and other required formats
- Preparation of form 10 under Kerala VAT monthly and Annual return, Assisting in Preparation of Form 13A yearly return
- Deduction and remittance of TDS every month, preparation of quarterly returns 24 Q & 26 Q and issuing of TDS Certificates in Form 16 and Form 16 A
- Vehicle sales invoicing in tally and checking & verifying documents before invoicing.
- Taking daily bank position & cheque clearing confirmation.
- Co-ordination with Branches for Bank position and Collection deposit details.
- Bank reconciliation and day-today bank transaction, etc
- Monitoring the cash payments and receipts & Locker In-charge.

## **Basic Work Exposure**

I had worked as Accounts Assistant in a reputed Chartered Accountants office, S R Pai & Co. at Ernakulam. (4<sup>th</sup> June 2012 to 30<sup>th</sup> November 2012)

## **Computer Proficiency**

- Experienced working knowledge in Excel, Word and Tally ERP 9
- Can easily adapt to any software or any computerized environment
- Internet and E-mailing
- Iquard – CODEX & Axis PAYPRO.

## **Other Attributes**

I have positive attitude towards each part of my life. I am a team player with an analytical bent of mind, ability to work under pressure and meet deadlines, good communication & interpersonal skills. I believe in taking life as a challenge and am open to all kinds of learning at any given point.

**Current CTC : 2.5 Lakh/Annum**

## **Reference**

- i. Vaisakh M S (Nippon Toyota)  
Accounts Manager at Kalamassery.  
Mob: +91 98471 69907
- ii. Praveen R (Nippon Toyota)  
Internal Auditor.  
Mob: +91 99958 16965
- iii. Nirmal Kumar M G (MTPL)  
Senior Accounts Manager.  
Mob: +91 90726 04167

## **Declaration**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date: 08.09.2019

Place: Arookutty

**Manikandan K R**