

## RESUME



Nandanam,  
Injakkal Temple Road,  
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Kerala –  
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**ANILKUMAR K.P.**

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**OBJECTIVE:** To seek a career in an organization which provides a challenging environment to explore new ways of enhancing growth of the organization, where my experience, skills and knowledge can be utilized to the fullest potential adding values to my career prospects.

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### **Key skills:**

- |                   |                              |
|-------------------|------------------------------|
| ✓ Accounting      | ✓ Auditing                   |
| ✓ Taxation        | ✓ Administration             |
| ✓ Cash Management | ✓ Communication              |
| ✓ Leadership      | ✓ Teamwork                   |
| ✓ Problem solving | ✓ Negotiation and Persuasion |
| ✓ Organization    | ✓ Perseverance & motivation  |

**Technical Skills:** Proficiency in Accounting Software, tally, Microsoft Office viz. MS Excel, MS word etc.

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### **EDUCATION QUALIFICATION:**

Bachelor in Commerce from Mahatma Gandhi University (1990- 1993)

## **WORK EXPERIENCE**

**Company** : TECHNICAL TRADE LINKS–KOCHI,  
**Job Description** : Senior Manager - Accounts & Administration  
**Reporting to** : Managing Partner  
**Duration** : January 2014 onwards

Technical Trade Links is the Regional Distributor for South Kerala for leading Building Hardware brand in India EBCO catering requirements of leading Builders, Architects, Interior Designers and retail customers for Furniture Fittings, Kitchen Accessories & Electrical items

### **Job Profile**

#### **Finance & Administration**

- Develop the overall corporate financial goals and objectives.
- Oversee preparation of financial records related to general ledger, payroll, budget, expense, etc.
- Liaisoning with respective Statutory bodies for various services, solutions for errors and omissions and other compliances as per the statutory requirements by the firm.
- Assist in account receivable and payable activities
- Maintain accurate bank records of cash withdrawals and deposits.
- Perform account reconciliations and generate financial reports.
- Identify and resolve invoicing issues, accounting discrepancies and other financial related problems.
- Manage all client accounts for payment settlements
- Follow standard accounting process for financial analysis and reporting activities.
- Evaluate existing accounting system and recommend improvements if required.

### **Job Profile**

#### **HR Administration**

- Build the HR team as per the organization's needs
- Plan , Recruit and Onboard new hires
- Initiate orientation and training programs for employees.
- Manage Payroll and benefits for employees
- Bridge management and employee relation by addressing demands, grievances or other issues.
- Support current and future business needs through the development, motivation and preservation of Human capital
- Nurture a positive working environment
- Oversee and manage performance appraisal
- Develop and implement HR strategies and initiate aligned with overall business strategy.

**Company** : **INTERFACE TECHNICAL INSPECTION  
(AN ARABCAL GROUP COMPANY) – DUBAI.**  
**Job Description** : **Senior Accountant**  
**Reporting to** : **Finance Manager**  
**Duration** : **November 2008 to December 2013.**

INTERFACE TECHNICAL INSPECTION (AN ARABCAL GROUP COMPANY) – DUBAI  
Interface Technical Inspection is specialized in Non Destructive Testing (NDT) and Inspection of various components with International standards. The Organization was built on a reputation of assisting companies to create a safer, more productive environment by utilizing NDT. We offer both in house and field inspection services to various Industrial, Marine & Oil fields.

### **Job Profile**

- Verification of Purchase invoices, accounting of payable entries and payment processing.
- Verification of timesheets.
- Accounting of receivables, cash receipts and cheque receipts from customers.
- Updating of control sheet to track missing timesheets/sales invoices.
- Preparation of payroll, salary transfer and disbursement.
- Preparation of Bank reconciliation, Intercompany reconciliation, monthly schedules.
- Updating of Fixed Asset schedule, depreciation schedule and posting of Depreciation on monthly basis.
- Replenishment of Petty cash expenses
- Supervision of Customer support department and Stores department.
- Analysis of Receivable ageing, Creditors ageing and Debtors ageing.
- Preparation of cash flow statements, activity wise financials on a monthly basis.
- Assisting Internal and External auditors.
- Identifying areas of revenue leakage exists and inform management for appropriate action.
- Manage office administration in the absence of Superiors and also responsible to ensure the maintenance of attendance register, leave applications etc.

**Company** : **ACADEMY FOR MANAGEMENT STUDIES (AMS)**  
**Job Description** : **Chief Accounts Officer**  
**Reporting to** : **Managing Director**  
**Duration** : **October 2006 to October 2008.**

- Safe keeping of Valuable documents
- Monitoring work allocation of Accounting/Cashiering Staff at branches.
- Salary Administration.
- Managing Accounts in a Computerized environment (Tally 7.2)
- Mainly concerned with Finalization work.

**Company** : CONTINENTAL MERCANTILE CORPORATION (INC.)  
**Job Description** : Manager Accounts  
**Reporting to** : CEO  
**Duration** : October 2005 to September 2006.

- Coordinated the full month end procedure, including preparation of balance sheets, income statements, and trial balance statements.
- Salary Administration.
- Statutory Compliance (PF, ESI, TDS, Service Tax handling independently)
- Ensured accuracy of revenue and expense accounts.
- Provided weekly quality checks of documents.
- Supervised junior accountants and monitored their work daily.

**Company** : NOVEON SYSTEMS, COCHIN  
**Job Description** : Manager Accounts  
**Reporting to** : CEO  
**Duration** : December 2000 to October 2005.

- Coordinating Branch Accounts
- Managing Accounts in a computerized environment. (Tally 6.3&7.2))
- Managing Bank Accounts.
- Analyzing Income and Expenditure for helping formulating policies.
- Monitoring Sales Team Expenses.
- Monitoring Receivables
- Monitoring Payables
- Statutory Compliances

**Company** : ZENICON INFOWAY PVT. LTD. COCHIN  
**Job Description** : Senior Accountant  
**Reporting to** : CEO  
**Duration** : September 1998 to November, 2000

- Keeping Accounts including Banking Accounts and also interacting with Banks to arrange loan facilities.
- Monitoring Expenses
- Monitoring Receivables
- Finalizing Accounts
- Attending Internal and Statutory Audits

**On Job Achievement:**

Management Representative in ISO-9001-2000 Programme  
[Successfully completed Lead Auditor Course conducted by Bureau Veritas  
Quality International (BVQI)]

**SUPERSOFT SYSTEMS & SERVICES, ERNAKULAM**

**Accounts Assistant – (October 1994 to August 1998)**

- Maintaining day to day accounts (Tally ERP)
- Reconciliation of various accounts and preparing reports.
- Handling Correspondence independently
- Maintaining Payroll and keeping track of leave etc.

**PERSONAL DATA**

Date of birth : 29<sup>th</sup> May 1973  
Marital Status : Married  
Passport : Holder of Indian Passport  
Passport No.: G-7970130.  
Languages known : Spoken – English, Hindi, Malayalam  
Read & Write – English, Malayalam  
Reference : On request.

Place:

Date:

**(Anilkumar K.P.)**