

BALACHANDRAN C.G



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K.S.R.T.C Bus Station,
Perumbavoor - 683542.
Ernakulam Dist. Kerala. India

Date of Birth : 04.03.1976
Father's Name : P.P Gopinathan
Kartha
Gender : Male
Marital Status : Married
Mother Tongue : Malayalam
Religion : Hindu, Kartha
Nationality : Indian

Passport Details

Passport Number : K2262531
Date of Issue : 09.07.2021
Date of Expiry : 08.07.2022
Place of Issue : Cochin

KEY SKILLS:

- Preparing provisional and projected Balance Sheet, Budget and CMA Reports.
- Liase with banks, customers, suppliers, Tax Departments various Govt Departments, Statutory authorities, statutory auditors, legal consultants etc.
- Cash Management
- Make monthly Trial Balance, profit&loss a/c, Balance Sheet and Cash Flow statements.
- Developing reports for top management summarizing the business financial position in areas of income, expenses, inventories capital usage, cash flow and coordinate the preparation of strategic plans, budgets and financial forecast.
- Make business correspondence with customers, suppliers, Banks, NBFC's, Tax Departments, Statutory authorities and other Government Departments.
- Plan and control of overhead expenses and hidden expenses

CURRICULAM VITAE

OBJECTIVE:

Highly focused and detail-oriented record of client service and revenue generation and utilise my expertise in the financial transactions and finance / accounts management of the company with utmost dedication and sincerity. Able to manage multiple simultaneous projects with high efficiency and accuracy. To work in a more professional and challenging work environment also ability to working independently and managing a professional accounting team as per the industry standards.

EDUCATIONAL QUALIFICATIONS:

- MBA (Finance) from Bharathiar University, Coimbatore
- M.Com (Accounting) from Annamalai University, Chidambaram
- B.Com (Cost Accounting & Additional Co-Operation) from M.G University, Kottayam
- Pre-Degree (Commerce) from M.G University, Kottayam
- S.S.L.C from Govt. of Kerala, Thiruvananthapuram
- Computer - Post Graduate Diploma
- Typewriting (English - Lower & Higher) - Govt. of Kerala
- Shorthand

EMPLOYMENT HISTORY:

- ▶ Manager- (Finance & Accounts) at M/s. Periyar Agro Food Industries Pvt Ltd, Chundamala, West Vengola Perumbavoor (July 2017 Till Date)
- ▶ Chief Manager (Finance & Admin) at M/s. Vysali Pharmaceuticals Ltd, IX/639, Edathala P.O, Ernakulam (January 2011 to June 2017)
- ▶ Accounts Officer at M/s. India Options Softwares Pvt Ltd, Chittoor Road, Nr. Mymoon Theater, Ernakulam (June 2005 to December 2010)
- ▶ Accounts Executive at M/s. National Plastic Industries Limited (HO: Mumbai) South Vazhakulam, Alwaye (April 1997 to May 2005)

JOB RESPONSIBILITIES:

Accounting: Cash Receipts & Payments, Bank Receipts & Payments, Sales & Purchase Entries, Contra Entries, Journal Entries, Stock Journal, Production & Consumption Entries, Delivery Note etc.

Banking Activities: Preparing and maintaining of Current, CC/OD, Term Loans, Deposits, FITL, EEFC and EPC accounts and its reconciliations. Preparation and submission of stock statements, export documents and its negotiations, Electronic payments via NEFT, RTGS, IMPS and E-Payments (through net banking), Bank Guarantee, Foreign Exchange and Forward Booking procedures, FIRC and BRC etc.

GST: Registration and amendments in core and non core fields, preparation & calculation of GST reports, Return GSTR-1, GSTR-3B, GSTR-9 & 9C, Reconciliation of GSTR-2A & 2B, Reconciliation of electronic cash and credit ledgers, Create & Payment of online Challans, Form DRC-03, GST PMT-09, E-Invoice and E-Way Bill.

PROVIDENT FUND & ESI: Enrolment of employees (UAN and IP), calculation, deduction, maintaining records, preparation of online challans, online payments and filing of returns and also formalities regarding online contribution withdrawals (Form No. 19, 10C & 10D) from PF

- Professional Tax calculation, deduction and half yearly returns.
- Developing and updating systematic financial and cost accounting data, management policies and procedures.

ACHIEVEMENT:

- Set up accounting System
- Conduct accounting software
- Set up
ting report
- Set up
control
- Managed financial risk, cash flow and debt convenants
- Building client relationships

REASON FOR LEAVING:

- To upgrade career

TDS & TCS: TAN application, Calculation, Deduction, preparation of monthly TDS/TCS Challans and its online payments, quarterly / Annual returns of Form No.24Q, 26Q, 27EQ & 27A, Issue of Form No.16, Form No.16A, Form No.27D and reconciliation of TDS/TCS entries and its assessment procedures.

ROC: Obtaining DIN and its registration, preparing Resolutions and minutes, maintaining Statutory Register, Share Holding Pattern, DIR-3 KYC, Preparation of ADT-1, DPT-3, Charge Creation, MSME Return, Annual Return (AOC-4 & MGT-7) etc.

AUDIT & TAX AUDIT REPORTS: Interaction with Internal / Statutory auditors regarding audit and other matters, Preparation of Trial Balance, Profit & Loss account and Balance Sheet with Schedules and notes, preparation of 3CD and 3CA forms, ITR forms etc.

HR: Preparation and calculation of monthly Salary, deduction of EPF & ESI, Take care of Human Resource and administration, Bonus, Gratuity and Ex-Gratia etc.

SUMMARY:

- Expertise in spearheading corporate and financial planning initiatives in commercial operation, accounts & finance, banking, legal matters, auditing & taxation, statutory matters, MIS Reports, export management and export documents negotiation.
- Strong analytical skills.
- Expertise in designing and implementing systems to achieve financial discipline and improve the overall efficiency of the organisation.
- Good relationship management & negotiation skills in liaising with banks, other financial institutions and various regulatory authorities.
- Well versed with accounting softwares - Tally ERP-9, Oracle Business unit.

DECLARATION:

I do hereby declare that the above given statements are true and correct to the best of my knowledge and belief.

Place : Perumbavoor

Date : (BALACHANDRAN C.G)