

# Resume



## **Anil Paul**

**Panavelil House,  
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Assignments as Accounts & Finance/ Statutory Compliances/ Taxation with a high growth oriented organization of high repute

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## **Executive Summary**

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- M.Com with over 17 years experience in the area of Accounts & Finance, Budgeting, MIS, Taxation, Auditing, Finalization of Accounts & Fund Management
- Currently working as Asst. Manager-Accounts in Glasstech Industries (India) Pvt. Ltd. (Glass Processing Unit supplier to Larsen & Toubro Ltd., NESCO, Glasswall Systems (India) Pvt. Ltd., Panchashil Infrastructure Holding Pvt. Ltd., etc involved in Accounts, Finance, Audit, Taxation, Credit control, MIS, Cash flows and budgeting.
- Previously worked as Accounts Executive in Om Sai Builders & Developers, authorized builder in Navi Mumbai.,
- And also worked as Audit Assistant in J. Krishnan & Co., Alappuzha - Reputed Chartered Accountants Firm.

## **Areas of Interest**

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Accounts/ Auditing

## **Personal Information**

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Name : Anil Paul

Father's Name : P.X. Paul

Date of Birth : 31.05.1984  
Nationality : Indian  
Marital Status : Married  
Religion : Christian  
Caste : Roman Catholic

### **Educational Qualification**

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- M.Com (Finance) M.G.University, Kerala.
- B.Com with Computer Application, Kerala University, Kerala
- Board of Higher Secondary Education, Kerala
- Secondary School : Board of Public Examination, Kerala

### **Languages Known**

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English, Malayalam, Tamil, Marathi & Hindi

### **Computer Awareness**

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**Operating Systems** : Windows XP, Windows 7, 8, 10 & 11  
**Accounting Packages** : Tally ERP & Other Accounting Packages ie., ERP  
**Other Packages** : MS Office, PGDCA

### **Work Experience**

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- Glasstech Industries India Pvt Ltd. :-  
Currently working as an Asst. Manager-Accounts from March 2008 to till date
- Om Sai Builders & Developers :-  
Worked as an Accounts-Executive from October 2007 to February 2008
- J. Krishnan & Co. CA Firm :-  
Worked as an Audit Assistant from April 2004 to January 2008

### **Key Deliverables:**

#### **Accounts, Finance Audit & Taxation**

##### **➤ Accounts up to finalization.**

- Supervision of data-entry of sales, purchase, bank etc. and implementation procedures and reporting systems in sub-ordinates for timely job completion.
- Preparation and finalization of Profit & Loss and Balance Sheet with required tax audit reports.

➤ **Banking & Finance.**

- Monitoring the inflow /outflow of funds, taking adequate measures to ensure optimum utilization of available funds towards the accomplishment of organizational objectives.
- Monitoring and keeping track of bank guarantees to be issued and to be re-submitted in bank and release of margin money
- Monitoring of various charges and bank Interest on our credit fund/non-fund based credit facilities Verification
- Verification of LC receiving, preparation of Bill of Exchange and discounting the same with banks
- Monitoring/preparation of Monthly book debts and stock statement as well as other bank reports like Financial Follow-up Report 1, 2, UFCE report, preparing data for Bank audit compliance.

➤ **Cash flows and Budgeting**

- Preparation of detailed statement of bills receivable and bills payable
- Preparation of working capital requirement details
- Comparison of cash flow statement with previous period and preparation of cash flow for the next period
- Collection of details of projected sales and preparation of statement of required working capital considering the fixed overheads and cash-flow
- Preparation of monthly branch-wise performance statement and ratio analysis for controlling the overheads

➤ **Statutory Compliances**

- Preparation/supervising of details of GST collected and ITC credit available for GST payment
- Preparation and filing of GST returns within due date
- Preparation and filing of PT returns within due date
- Preparation/supervising of details for TDS returns of salary and non-salary and filing of return
- Preparation/supervising for the details of Income Tax Scrutiny.
- Ensuring timely assessment & filing of tax returns in compliance with statutory tax acts

➤ **System Implementation & MIS**

- Evaluating and implementing systems & procedures with a view to ensure smooth functioning of finance & accounting operations across the organisation.
- Preparation of MIS reports to provide feedback to top management on financial performance viz fund management, cost control, credit control, profitability etc.
- Reporting on monthly branch-wise and overall sales
- Preparation of report of bills receivables and payables
- Preparation of statement of profitability (overall as well as branch-wise with ration analysis
- Preparation of other reports as per management requirements.

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I hereby declare that above mentioned details are true within my sense and knowledge.

Place: Navi Mumbai

Date:

**ANIL PAUL**