

## CORE COMPETENCIES

- Strategic Planning & Execution
- Finance and Accounts Management
- Finance Best Practices
- Financial analysis and Budgeting
- Regulatory Compliance
- Cash Flow Statement
- Auditing and Accounting
- Internal control review
- Taxation Compliance
- Project Report Preparations
- Team Management
- Leadership Acumen

## EDUCATION

Pursuing CMA US

MBA Finance

Accounting/Taxation/Auditing,  
MG University 2013

Bachelor of Commerce, MK  
University, Coimbatore 2006

## CERTIFICATIONS

- GST Certified Practitioner From  
NIBMT New Delhi

## VALUES

- Analytical Skills
- Integrity
- Communication & Negotiation
- Leadership
- Teamwork
- Adaptability
- Flexibility
- Time management

## LEADERSHIP BENCHMARKS/

### SKILLS

- Dynamic executive leadership  
career in strengthening and adding  
value to the functions, providing  
operational insight.

## **SENIOR MANAGEMENT PROFESSIONAL – Finance & Accounts**

Seasoned accounting professional with comprehensive experience of 15+ years' in handling finance and accounting functions with a keen eye on accuracy, authenticity, and ability to work under pressures with a reputation of unwavering accuracy, credibility, and integrity.

### **SNAPSHOT PROFILE**

- A certified GST Practitioner having 15 years of experience in finance & Accounts, To achieve a challenging position in the field of Finance & Accounting in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.
- Successful association as a Senior Accountant with expertise in preparing accounts finalization & reporting, P&L and balance sheet, ratio analysis, inventory control & cost accounting, closing of account, budgeting, banking, liaising with auditors, etc.
- Dexterity across handling and managing various accounting activities viz. payroll, accounts receivable, account payable, petty cash handling, and fund management. Demonstrated expertise in mobilizing and managing financial resources to meet the company's long and short-term financial needs, liaising with internal & external auditors and company's top management.
- Excellent understanding of collating and interpreting accounting data to determine financial performance, organize information and communicate clearly and helpfully.

### **WORK EXPERIENCE**

**Sept 2023: Present at AUKERA DIAMOND JEWELLERY (a brand of Aaryak Jewellery Pvt Ltd), Bengaluru Senior Manager - Finance**

#### Key Deliverables:

- Support the Management with the preparation of monthly and annual financial plans.
- Managing the financial controls and accounting procedures.
- Analyse monthly financial statements (balance sheet, income statement, and statement of cash flows) and effectively convey analysis to CA.
- Develop and maintain the group & standalone company financial statements.
- Contribute to Internal and statutory audit team.
- Responsible for managing the capital budgeting and valuation.
- Process payroll and report payroll taxes for the organization.
- Reconciling all balance sheet and income statement accounts monthly as indicated by the monthly closing schedule.
- Preparation of MIS report and submit to management.
- Preparation and filing of required GST returns, GST Audit, ITC o4 etc
- Preparation and comparison of Monthly Budget Vs Actuals
- Preparation of Monthly Balancesheet , P&L.

- Thrives in deadline-driven environments; ability to work effectively in an independent and team environment.
- Proven ability to utilize inspiring leadership, personal drive, creative vision, and analytical skill to yield successful delivery of both team & individual goals, contributing to organizational growth.

### TECHNICAL PROFICIENCY

- Well-versed with the Advanced knowledge of Microsoft Office package (Word and Excel)
- Microsoft Dynamics 365
- Tally ERP
- Clear Tax, Octa GST, Saral TDS

### PERSONAL DETAILS

- Date of Birth: 08<sup>th</sup> May 1986
- Language Purview: English, Hindi, Malayalam, and Tamil
- Address: Alangatt House, Kurumal PO, Velur, Thrissur, Kerala 6861

### **Since December 2015 to September 2023 at BHIMA JEWELS PVT LTD Corporate Office Cochin, Kerala As Senior Accounts Executive**

#### **Key Deliverables:**

- Preparation and Filing of GST Returns - Accounts & Records To Maintained Under GST-Stock Register, Input tax credit availed, Output tax payable and paid, Such other particulars as be prescribed. Inputs Tax Credit Reconciliation-Match GSTRzA and GSTRz to Minimize differences to maximize set of. Vender Tax Credit Reconciliation- Identify track and communicate on vender wise input tax disallowances
- MIS Dashboard-Manage tax compliance though Dashboard and MIS. Preparation of various Information Systems [MIS] i.e
- Valuation of Closing Stock in Weighted average or FIFO method
- Complete responsibility of managing the accounts department, financial reporting, and preparation of internal and external financial statements, cash flow statements budgeting etc. and directly reporting to the Director and Managing Director of the company
- Accountable for consolidation of accounts books, maintaining Fixed Assets Schedule and allocation of depreciation
- Implement systems and procedures for the preparation and maintenance of cash flow, monthly/yearly closing, reconciliation statements and financial statements, including Receivables and Payables
- Prepare variance report for expenses over budget and other financial Reports P&L, Balance Sheet, etc
- Supervision and controlling of various tasks assigned to subordinates and submitting to the management within the time frame
- Carry out daily fund analysis within the divisions and reconciliation of Company's Bank Accounts
- Interface with external auditors and responding to the audit queries.
- Controlling and Monitoring of Accounts receivables and Payables.
- Strictly Monitoring the schedule of Post-Dated Cheques issued and received with in the limit.
- Preparation of profit and loss account based on divisional performance

### **June 2011 – August 2015 NAVARATHNA JEWELLERS Kechery, Thrissur, Kerala as Senior Accountant**

#### **Key Deliverables:**

- Managing statutory compliances like VAT payment, VAT return filing TDS deduction & remittance, TDS return filing and likewise.
- Preparing invoices, managing vendor payments, bank reconciliation and accounts related day to day work .
- Played a significant role in performing audit planning, risk assessment, testing, and reporting procedures.
- Preparing replies for notices Successfully conducted computation and filing of Income Tax returns, Tax Audits, and GST returns of Corporate, Partnership concerns, and individuals. Carried out the accounting Works in a computerized environment, especially in Tally ERP and MS Office.
- Providing management with MIS reports wrt financial position, age-wise debtors and creditors position, cash and bank position and other relevant details as and when required on monthly basis
- Present products to prospective clients

- Provide professional after-sales support to maximize customer loyalty
- Respond to complaints and resolve issues to the customer's.

October 2006 – July 2006 with VISHAL INFRASTRUCTURE LTD ,Bengaluru As Chief Accountant

**Key Deliverables:**

1. Accounting in tally and TATA MSDE software of companies.Prepared and finalized financial statements. (Balance Sheet, Profit and Loss Account.
2. Preparing replies for notices and presenting before VAT authorities for assessment cases for previous financial years. Replying to notices wrt income tax ,VAT and revising income tax return of accordingly.
3. To Manage, control and coordinate the administrative staff , provide guidance, follow up payments including outstanding amounts unpaid, maintenance of Books of accounts , prepare weekly cash sheets to submission to HO, reconcile bank transactions on a weekly basis and carry out all banking activities

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge

**MANIKANTAN A GOPINATH**

REFERENCE  
Available upon request