

SASIKUMAR.S

7 / 9 B, RAM GARDEN, NAGAMA NAYAKAN
PALAYAM, PATTANAM POST,
COIMBATORE-641016. TAMIL NADU, INDIA

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PROFILE

A hardworking and loyal executive has the ability to communicate at all levels and positive team player with the ability to complete the job within given time successfully.

CAREER OBJECTIVES

To work and grow in an esteemed organization which gives a chance to prove my ability and provides a challenge to exhibit my skills.

PROFESSIONAL HIGHLIGHTS

- General Ledger, Accounts Receivable & Payables
- GST, TDS and Other Statutory Works
- PF & ESI Filing and Payments
- Bank Reconciliation, Debtors & Creditors A/c Reconciliation
- Finalization of Accounts
- Stock Reconciliation & Verification
- CASH BOOK – Receipts & Payments recording and maintenance

PROFESSIONAL EXPERIENCE**As Asst.Manager-Accounts in**

Gedee Public School
Eachanari Coimbatore

Business Nature:- Educational Institution**Period**

From 22nd January 2020

Job Responsibilities: -

- Overall control of accounting records and periodic review of accounting entries
- Preparation of Accounts up to finalization and co-ordination with auditors for filing IT
- Maintaining Actual Expenses Vs Budgeted Expenses & MIS to Report to management
- Payroll Preparation through Software.
- PF & ESI Filing Returns & Payments
- Renewals of Licenses, Taxes & Recognition
- Group Concern GST filing
- Group wise bifurcation of expenses for costing & budgeting
- Bank and Cash Reconciliation
- Reconciliation of Debtors and Creditors balances
- Fee collection and remainders and follow-ups.
- Reporting to Finance Manager.
- ESI & PF Member creation & Exit Recording.

As Manager-Accounts in

Nuva Machine Works India Private Limited
Tirupur

Business Nature: - Dyeing Machine Manufacturers

Period

From 14th February - 2018 to Jan 2020

Job Responsibilities: -

- Preparation of Accounts up to finalization and co-ordination with auditors for annual audit & Preparation of periodical financial statements.
- Reconciliation of Debtors and creditors balances.
- Making overseas payment for Imports & submitting B/E for the Swift payments.
- Coordinating with documentation personnel for Export document preparation.
- Bank and Cash Reconciliation
- Verifying material procurement Invoices, with PO and GRN for vendor payments.
- Coordinating with Auditors & Company Secretary in Filing with ROC and its statutory Needs.
- Preparation and Filing of GST Returns, verifying Purchases with 2A
- Preparation of E waybill & Payment of TDS and GST Returns.
- Follow up with HR department regarding ESI & PF payables for payment
- Payments of statutory dues on due dates on priority.
- Reporting to Managing Director.

As Manager-Accounts in

Triumph Realtors India Private Limited &
(its group: - Knit City Developers Pvt Ltd)
Coimbatore.

Business Nature: - Construction and Developers

Period

From 20th August- 2012 to 13th February 2018

Job Responsibilities: -

- Preparation of Accounts up to finalization and co-ordination with auditors for annual audit & Preparation of periodical financial statements.
- Reconciliation Project accounts and Follow up with Accounts Receivables.
- Reconciliation of Debtors and creditors balances.
- Bank and Cash Reconciliation and Reconciliation with projects site accounts.
- Verifying material procurement, issuance, and consumption of stock in site with site accounts.

- Checking contractor's bill as per terms of contract and comparing the area as per measurement book of records in project site.
- Overall control of Accounting records and procedures and periodic review of accounting entries.
- Coordinating with Company Secretary in Filing with ROC and its statutory Needs.
- Payment of Service Tax and Filing Returns.
- Filing and Payment of TDS and GST Returns and handling VAT and Sales Tax works.
- Payments on priority basis to statutory dues on due dates.
- Reporting to Managing Director.

As an Asst.Manager-Finance in

Eurotech Global Solution India Private Limited.,
Coimbatore

Business Nature: - Onsite Servicing, Supply of Spares and Service(Engineering)

Period

From May -2010 to 14th August- 2012

Job Responsibilities: -

- Preparation of accounts up to finalization and co-ordination with auditors for annual audit & Preparation of periodical financial statements.
- Follow up with Accounts Receivables.
- Preparing MIS report.
- Payments to trade payables according to inflow of funds on priority basis
- Obtaining BG and Performance Guarantee from the Bank.
- Preparing and payment of Service Tax liability.
- Handling sales tax works and E-filing of Returns.
- TDS deduction and Payment and statement to file returns.
- Preparing Bank Reconciliation Statement.
- Interest verification on Overdrafts, charged by banks.
- Ensuring the book stock and physical stock and giving stock statement to the Bank.
- Verifying day to day accounts postings in TALLY.
- Reporting to Finance Manager and General Manager.
- Coordinating with Company Secretary in Filing with ROC and its statutory Needs.

As an Accounts Manager in

Utexrwa S.A
Kigali, Rwanda,
CENTRAL AFRICA

Business Nature: - Manufacturing of Cloths and Garments (Cotton to Fabric)

Period

September-2008 to January 2010.

Job Responsibilities

- Supervising the team members in Accounts Department
- Purchase Entries for the materials received from suppliers from abroad in foreign currencies and entering as per prescribed Exchange rates in B/E on specific day.
- Authorization of cash payment for day to day expenses & creditor's payment after verification.
- Preparing VAT returns statement and filing with Revenue Authorities.
- Reconciling SAP Balance with actual Bank balance.
- Following up of Accounts payable and Accounts receivable.
- Verifying accuracy of day to day entries regarding receipts, payments, purchases & sales.
- Reporting to Finance manager every week & month, about the collections received from customers and the expenses spent in that period.
- Making provisions / reserves for expenses.
- Inventory Management and verifications. (Inventories and stock Transfers)
- Working with auditors and Preparation of accounts up to finalization and co-ordination with auditors.

As an Accountant in

M/s. Shri Lakshminarasimha Furnitures,
Coimbatore

Business Nature: - Furniture Manufacturing Industry (Steel and Wooden)

Period

January 2002 to August 2008.

Job Responsibilities: -

- Posting of day to day accounts in TALLY daily.
- Arranging payments for creditors within the specific due date.
- Calculating weekly payment to labors and maintain staff attendances.
- Making remainders and follow-up for the debtors for making payments.
- Sales tax works like maintaining annexure and ledgers and also filing sales tax returns
- Renewal of building and stock insurance at regular intervals.
- Payment of term loans dues and interest for cash credit facilities availed from bank.
- Working for accounts finalization with auditors.

COMPUTER SKILLS

- TALLY9, TALLY ERP & PRIME
- SAP (FICO)
- MS Word & MS Excel

EDUCATIONAL QUALIFICATIONS

2006-2008 Master Of Business Administration
Bharathiar University (SDE), Coimbatore

1995-1998 Bachelor of Corporate Secretary Ship. (B.Com-CS)
P.S.G College Of Arts & Science,
Bharathiar University, Coimbatore.

PERSONAL DETAIL

Date of Birth : March 11, 1978
Gender : Masculine
Religion : Hindu
Marital Status : Married
Dependents : Spouse and 2 children

Permanent Address : 7 / 9 B, Ram Garden,
Nagama Naicken Palayam,
Pattanam Post,
Coimbatore - 641016.
TAMIL NADU, INDIA

LANGUAGES KNOWN: -

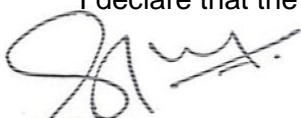
English & Tamil to write
English, Tamil & Telugu to speak

PASSPORT DETAILS: -

PASSPORT NO - M6819901
PLACE OF ISSUE - Coimbatore,INDIA
VALIDITY - **19th FEB-2025**

DECLARATION

I declare that the particulars given above are true to the best of my knowledge and belief.



Sasikumar.S

Place : Coimbatore.