

Resume

Santhosh M Kini

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Profile Summary

- A strategic thinker with good knowledge in numbers and financial terminologies and skilled in allocating the budget precisely having rich experience of 4 years as an Assistant Accounts Manager. And having over all 16+ years expectance in finance and accounts department in various roll.
- Extensive knowledge of keeping records, maintain the records and track the financial transactions.
- Good team Member.

Personal Qualities

- Good in numbers and having good logical and analytical skills.
- Good communication skills in verbal and written both.
- Ability to control and supervise the persons.
- Good motivator and ability to do the work before the deadline.

Computer knowledge

- Well versed in use of MS office, Excel, Word , Power point. Tally 10.1.
- Foxpro Dos Mode
- BaaN windows Mode
- EB 2.1 Windows Mode

Key Responsibilities Handled

- Monitoring Day to day Accounting operation of the Manufacturing Unit.
- Verify Daily various reports. Daily Sale Report and Collection Report, BRS Actual Collection V/s Planed collections, Provision for GST from Daily Collections and Provision for Capex (Future Expansion purpose)
- Cash flow statement (Monthly Provisional Budget – for monitoring Actual)
- Passing of Journal entries month end provision and other service bills
- Maintain Insurance tracker Sheet, Prepaid expenses accounting, provisions for expenses month end accounting.
- Preparation of MIS Reports , Inventory Management and Inward

- Verify & Ensure reclassification and accounting of wrong or unaccounted entries prior to GL close. BRS, Supplier Monthly payment Closers, Bill wise adjustments. Etc.
- Monitoring purchases and expense accruals booking & Vendor Reconciliation Monthly
- Value Added Tax: Preparation and filing of GST – 3B return on monthly basis & ensure timely monthly Payment of output GST
- Ageing Analysis with Account Receivable team for collection process. Meeting with AR team lead and Sales representative
- Ensure timely submission of invoices and collection of open receivables.
- Ensure timely Accounting of Vendors Bills and ensuring the Input Tax taken Properly and Make the payment as per the Credit terms
- Filing of TDS Returns and payment every month
- Helping the manager in Finalisation of Accounts and present to statutory auditors.
- Bill wise accounting and payment advise send to the Vendors after Payments.

Employers

- Presently working as an Assistant Manager Consultant for the CA Firm From Nov, 2019 to till now, handling Data entry Works and Book Keepings work for the Small Client's and Taxation Related works like GST Returns preparation and submission, Pending Sales Tax Assessments and Service Tax Assessment (attending on behalf of clients and submit the documents and attend the hearings and submission of the documents which they ask and complete the assessments proceedings and obtain the Assessment orders.)
- Working as Assistant Account manager in T. Sriram Mehata & Tadimalla from Mar 2016- Aug,2019. (Working in client location as in charge of accounts team) Annual Turnover of the client 45 Crores, Leading 6 member team.
- Working as Sr. Account Officer in Nexteer Automotive India Pvt Ltd. from Mar 2013- Mar,2016 – Looking Accounts Receivables and Account Payable and Taxation (Under Manager supervision)

Academics

- Graduation in commerce. – B Com 2000 From Kuvempu University

Personal Details

Status: Married

Languages Known: Hindi, English, Kannada, Konkani, Telugu.

Date of Birth: 13/04/1977

Address: Flat No. 420, B Block 3rd Floor,

Mahaveer zephyr apartments,

Kodichikkanahalli,

Near vakil marina layout,

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