

**SYAMKUMAR P.**  
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Seeking challenging assignments in the domain of Accounts and Finance with growth oriented organizations.

### PROFILE SNAPSHOT

- Qualified accountant with 4 years and 1 months experience with the health sector and distribution sector.
- Proficient in accounting works and auditing works with companies along with hands-on experience.

### PROFESSIONAL MEMBERSHIP AND QUALIFICATIONS

- Bachelor of Commerce, MC Varghese College, Ettumanoor, Kottayam, March 2014.
- Master in Commerce, Devasom Board College, Keezhoor June 2017

### CORE COMPETENCIES

- Well scheduled work habits to meet deadlines.
- Keen to learn new techniques for better results.
- Patient and optimistic.

### CAREER PROFILE

**Accountant at Doctors Diagnostic Centre Pvt Ltd [October 2016 to May 2018]**

Doctors Diagnostic Centre is a group of labs having 14 branches at Ernakulam and Kottayam.

#### Key Deliverables

- Create financial reports and supported all areas of responsibility.
- Analyze examined and interpreted records, compiled financial information and reconciled reports and financial data.

- Perform process analysis and communicate recommendations to management.
- Process journal entries and perform correction to ensure accurate records.
- Ensure an accurate and timely monthly quarterly and year-end closure of accounts.
- Maintain petty cash register and with supporting document.
- Handling bank reconciliation statement.
- Escalate the matter of long outstanding Debtor with higher authority and relevant department.
- Ensuring timely receivables reporting maintain debtor's database.
- Preparation of MIS reports on a daily and monthly basis.
- Preparation abstract in excel.
- Dealing with accounts receivables and payables.

**Accountant at Tanish My Zone Supermarkets India Pvt Ltd  
(From June 2018 to Present.**

Tanish My zone Supermarkets Is a chain of supermarkets.

**Key Deliverables**

- Preparation of GST Calculation and Fillings.
- Preparation of Kerala Flood Cess and Fillings.
- Ensuring timely receivables reporting maintain debtor's database.
- Preparation abstract in excel.
- Dealing with accounts receivables and payables.
- Handling purchase voucher sales voucher on a daily basis.
- Entering the bank statement on a daily basis.
- Recording debtors and creditors record on a daily basis.
- Handling fullest of accounts and prepare month end reports.
- Balancing the tally and abstract.
- Following up debtors and make sure that they were paying on time.
- Maintain Payroll
- Managing Fund Flow
- Managing and Controlling of Accounts Departments.
- Preparation of TDS Calculations.

## ACADEMIC ACHIEVEMENTS

- Part of cricket, Football and Shuttle team in School and College level.

## LANGUAGE PROFICIENCY

Read, write and speak - English and Malayalam  
Understand - Tamil and Hindi

## ACADEMIC PROFILE

Course	Date
M.COM Finance from M G University	June 2017
B. Com with Computer Application from M G University	March 2014
Higher Secondary Examination	March 2011
S.S.L.C	March 2009

## PERSONAL INFORMATION

Date of Birth : 27-11-1993  
Gender : Male  
Nationality : Indian  
Marital Status : Single

### DECLARATION:

I do hereby declare that all the information given above is true to the best of my knowledge and belief.

Date:26-09-2020  
Place: Kottayam

Syamkumar P