

Resume

Career Summary:

An ardent professional with 25 Years of Experience in Finance & Accounts and Taxation having wide exposure in GST, Excise, VAT and with specialized skills in Export Incentive Schemes like MEIS, RODTEP, EPCG & AA.

Career Objective:

To obtain a responsible and challenging position in a top organization where my skills and proficiency would provide direction for the continuous betterment of the company.

Work Experience:

Head - Finance & Accounts

August, 2023 – July 2024

Company: Precision Machine & Auto Components Pvt. Ltd.

PMAC having wide range of OEM(Original Equipment Manufacturer) like Earth Moving, Tractor & Farm, Industrial Valves, Locomotives, Compressors, Plastic Moulding Machine, etc

Finance & Accounts

Balance sheet & Profit & Loss account preparation to Management by Monthly basis.

Projecting MIS report to Management by Monthly basis.

Review AP Payment process by weekly basis

Review Month Closing Activities.

Review AR / AP agewise report & Reporting to Management

Monitor & Maintain Vendor Balances intact by triggering timely reconciliations.

Stock status updation to Customer & timely issue of Debit & Credit Notes.

Physical Stock verification with auditor's on Yearly basis.

Review & co-ordinating with auditor's for Statutory audit / IFRS Audit

Review Budget Vs Actual Expenses on monthly basis.

Review all expenses documents & signed.

Direct & Indirect Taxation :

Co-ordination with statutory Auditors on Documents submission under Income Tax Assessment & Other related documents.

Review & Monitoring on filing of GST Returns (i.e. GSTR 3B & GSTR-1)

Data review & Submission to Statutory Auditors on GST Annual Return.

Co-ordination with Statutory Authorities on GST Audit.

Customs & JDGFT :

Co-ordination with consultant on AA & EPCG Licenses application obtain through JDGFT portal

Co-ordination with consultant on AA & EPCG Licenses redemption through JDGFT portal.

Monitoring Exports benefits and Timely claim of GST Rebate & RODTEP Scrips from JDGFT.

Availing Duty Draw back from customs on time.

Apply GST Rebate refund & received on time.

Significant Achievement:

Co-ordinate with Statutory Consultant & Bankers for rate conversion on PCFC, & Other facilities.

EPCG License redemption follow up & completed successfully with JDGFT

GST Assessment follow up & completed successfully for FY 2017-18 / 2018-19 / 2019 -20..

IGST Rebate filed value for Rs.3 Crores on that received 2 Crores successfully.

Monthly Mis Report completion on or before 10th of every month

Coordinate with internal department and Analysis & Review data on ABP – Annual

Business Plan for FY 2024-25 successfully completed.

Head – Finance & Accounts - Senior Manager

August, 2019 – June, 2023

Company: Ls Automotive India Pvt. Ltd.

Ls Automotive India Private Limited is a manufacturer of Multi window function switches, Power Window switch, Instrument Panel, Audio.

Finance & Accounts

Review Cash flow preparation & Reporting to Management

Review AP Payment process by weekly basis

Review Month Closing Activities with internal team

Review AR / AP agewise report & Reporting to Management

Review timely book closing, prepare financial statements & presentation of MIS to management.

Monitor & Maintain Vendor Balances intact by triggering timely reconciliations.

Stock status updation to Customer & timely issue of Debit & Credit Notes.

Physical Stock verification with auditor's on Yearly basis.

Review & co-ordinating with auditor's for Statutory audit / IFRS Audit

Review Company Secretary related activities and report submit to the management.

Review Budget Vs Actual Expenses on monthly basis.

Review all expenses documents & signed.

Direct & Indirect Taxation :

Co-ordination with statutory Auditors on Documents submission under Income Tax Assessment & Other related documents.

Review & Monitoring on filing of GST Returns (i.e. GSTR 3B & GSTR-1)

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Monitoring Exports benefits and Timely claim of GST Rebate & RODTEP Scrips from JDGFT.

Availing Duty Draw back from customs on time.

Apply GST Rebate refund & received on time.

Significant Achievement:

Co-ordination with EY & Bankers for conversion of import payables 40 Mil in Usd

Data Submission to Statutory Auditor on Income Tax Assessment and successfully completed for FY 2014-15 & 2015-16 got Nil Order.

EPCG (15 Nos) License redemption completed successfully with JDGFT

CST Assessment follow up & completed for FY 2012-13 / 2013-14 / 2014-15

MEIS Scrip applied for the period (2017-18 / 2018-19 / 2019-20) with JDGFT and got scrip value for Rs.3.50 Crores.

Successfully follow up & filed all ROC compliance alongwith co-ordination of statutory auditor.

Manager – Finance & Accounts

March, 2018 – July, 2019

Company: Leo Primecomp Pvt. Ltd.

Leo Primecomp is a manufacturer of turned ferrous and non-ferrous components for Automobiles, Electrical, Electronic, Hydraulics, Power& Aerospace Industries.

Accounts & Finance:

Control over AR & AP Processing

Cash flow preparation & management.

Timely reports on AR & AP to management

Timely book closing, prepare financial statements & presentation of MIS to management.

Monitor & Maintain Vendor Balances in tact by triggering timely reconciliations.

Stock status updation to Customer & timely issue of Debit & Credit Notes.

Taxation & Customs:

Preparation & Filing of GST Returns (i.e. GSTR 3B & GSTR-1)

Co-ordination with Statutory Authorities.

Monitoring Exports and Timely claim of MEIS License Scrips from JDGFT.

Availing Duty Draw back from customs on time.

Significant Achievement:

Successfully getting amount from Govt towards Duty Draw back & MEIS Benefits for 3 Financials Years (15-16, 16-17 & 17-18).

Manager – Taxation & Accounts

Nov. 2013 to Feb. 2018

Company: Mando Automotive India Pvt. Ltd.

Mando is a Tier-1 Supplier of Steering, Brakes & Suspension Systems to leading automobile brands like Hyundai, TATA & Ford, having turnover of >2500 Crores, a year.

Excise, Service Tax& Customs:

Filing Monthly GST Returns (GSTR-3B, GSTR-1 etc.,)

Preparation of Excise registers like **RG23A, RG23C, PLA**

Preparation of **Duty liability report** on monthly basis and arranging for payment.

Filing **ER-1,ER-4,ER-5,ER-6,ER-7** Report for Excise.(Excise Returns)

Co-ordinate with Central Excise, CERA & IAP Audits.

Liasoning with Statutory Authorities for day to day compliance.

Co-ordinate with Range Audits& Preventive Audits.

Documentation for Rebate Claims.

Timely documentation for **Rule 5 Refund Claim**.

Preparation of Service Tax Liability Report under RCM.

Documents verification against Service Tax availment.

Filing of ST3 Returns (Half Yearly).

Documentation for AA & EPCG Licensing & License Redemption.

Monitoring Quantity movements for tracking EPCG / AA Licenses.

Documentation work for EDD claim from customs.

Documentation work for obtaining "Status Holder" Certificate from JDGFT.

Documentation work for obtaining FPS License from JDGFT.

MIS:

Preparing Schedules for Quarterly / Yearly Statutory audits & Internal Audits.

Monthly Closing of Taxation Books & MIS Report to Management.

Ensuring timely statutory compliance (i.e. Filing Returns & Making Tax Remittances)

Significant Achievements:

- 1) Successfully implemented GST w.e.f 1st July 2017 by acting as a core functional team member of GST implementation in Oracle ERP.
- 2) Participated as a team member for Successful Implementation of G-ERP (Global ERP).
- 3) MEIS Claims worth 160 Million / Per Annum were successfully made for the past 3 years.
- 4) GST awareness Training programmes conducted to vendors time to time in order to have seamless integration / implementation of GST.

Officer –Accounts**Nov. 2011 to Nov. 2013****Company: SMC Pneumatics (India) Pvt. Ltd.**

SMC is engaged into the business of manufacturing of Air pipeline equipments, Cylinders, Valves.

Responsibilities:

Month Closing & MIS

Controlling AR, AP & GL including finalization of books.

Fixed Assets classification / Accounting & Maintenance of FAR

Preparing Bank Reconciliations Schedules.

Handling Statutory & Internal Audit.

Liasioning with Bankers, Statutory authorities and Government officials.

Filing of Excise / VAT / Service Tax Returns and maintaining high degree of statutory compliance.

Supervisor –Accounts**Sep. 2006 to Nov. 2011****Company: Larsen & Toubro Plastics Machinery Ltd.****Responsibilities:**

Preparation of Weekly, Monthly & Quarterly MIS Reports.

Maintenance of FAR and Fixed Assets verification time to time.

Monitoring & Controlling AP & AR (Validation, Review & Controlling of Ageing)

Preparation of Vendor & Customer Account Reconciliations.

Preparation of Bank Reconciliation Schedules.

Maintaining Statutory Ledgers like **RG23A, RG23C, PLA& FORM V.**

Preparation of **ARE-1 & ARE-3& Duty Liability Report.**

Filing of **Returns for Excise / Sales Tax & Service Tax and Making Statutory Remittances.**

Assistance on Statutory Assessments.

Filing of TDS Returns & making TDS E-Payments.

Accountant**Aug. 2000 to Aug. 2006****Company: Sivakami Pressings Pvt. Ltd.****Responsibilities:**

AP, AR & GL Entries & Maintenance

Handling of Treasury Transactions.

Accounting of TDS & Issue of Form 16A

Monthly Payroll Process

Monthly Cash Flow Statement.

Preparation of Annual Financial Statements

Maintenance of RG23A, RG23C, PLA & FORM V.

Filing ER-1 Report for Excise.(Excise Returns)

Accounts Assistant

Jul. 1996 to Jul. 2000

Company: Leadking Sea Air Forwarders Pvt. Ltd.

Responsibilities:

Daily GL Posting

Handling of Treasury

Bank Reconciliation

Qualification:

Course	Institution / University	Year	%
DBM	Diploma in Business Management, Chamber of Commerce, Chennai	Apr - 1994	I Class
B.Com	D.B.JainCollege,Chennai – 600 096. University of Madras.	Apr -1996	53%
HDSE	Higher Diploma in Software Engineering in Aptech, Chennai.	Apr – 1997	II Class
MBA	Master of Business Administration in UOM	Jun – 2010	63%
(ICWA) - Pursuing	Institute of Cost & Works Accountants of India		
Technical Proficiency:i)Advanced User Level in MS-Excel, Tally & Windows OS. ii) Typewriting in English (Higher Grade)			

Remuneration Details

Current CTC : 21.00 Lacs P.A
Notice Period : Immediate

Personal Details:

Name B.NEELAMEGAM
Father Name N.BALAKRISHNAN
Date of Birth **16 May 1975**
Gender Male
Marital status Married
Languages Known English, Tamil
Mobile No +91 8015953065
Email ID b_neelamegam@yahoo.com

Date: 31-08-2024

B.NEELAMEGAM