

CURRICULUM VITAE

YOGESH KUMAR.N

Email: yogeshkmr@yahoo.com

Ph: 9901932000 / 7975209338 (Res)

No-90, 1st 'B' Cross, 6th Main, Defence Colony,
Bagalagunte, Behind Varun Car Show room,
Bangalore -560073.

CAREER OBJECTIVE

Add Value to my career as well as to the organization by using my skills and expertise.

ACADEMIC QUALIFICATION

Bachelor of Commerce [**B. Com**] - Bangalore University-April-1998

Post Graduate Diploma in Human Resource Management - Annamalai university-April-2013

TECHNICAL QUALIFICATION

Diploma in **INFORMATION SYSTEMS MANAGEMENT** from APTECH Computers-Dec-1999.

- Computer Concepts, DOS, Windows, Windows-NT.
- M.S. Office (Word, Excel, PowerPoint, M.S. Access).
- LAN Concepts, Internet, and Client/Server & Visual Basic.

ERP SOFTWARE KNOWLEDGE

- **Tally** and **QuickBooks** ERP for Books of Accounts.
- **greythHR Software** for Payroll and HR and Leave management.
- **PMS (Payroll Management System)** & **MWS** and **SARAL PAYPACK** Payroll software.
- **BIOMETRIC** software for Attendance & Time management.
- **WINMAN** software for TDS and Returns (Form 16 & Form 16 A).
- **SEED** software for Quotations, Purchase Orders, Delivery challan and Invoices.

EXPERIENCE SUMMARY

- Accounts is my Strength. Having multi-skill experience in core Accounts and end to end Payroll. Also handled HR & Admin activities. Worked in Manufacturing Industries & **Startup Company** & Software Companies. Also exposed to Star Hotel & Textile Industry and BPO Companies.
- During my Career break: worked as Freelancer & handled part-time Assignment works. Handled Internal & Stock Audit for M/s Arvind Mills Pvt Ltd., M/s Orange County Resorts. Accounting Assignments done for Firms and Traders during my career break. Handled Payroll and Virtual HR assignments for K-12 Schools & Colleges.

CAREER PROFILE

I started my Career with manufacturing company called M/s Fouress Engineering (India) Ltd., handled Books of Accounts, later my management gave me an opportunity to handle Payroll around 800+ employees & also compliance like PF, ESIC, TDS, PT, etc.,

With this vast multi-task experience, I continued my career with BPO Companies and Startup Software Company & manufacturing companies etc.,

As per the requirement of my previous Employers, I got exposure to multi skills and multitask exposure as below per summary:

1. **Accounts Management** and finalization with Auditors. Handled Books of Accounts from entry level to finalization of accounts with Auditors. Handled Purchase register after verification of PO and GRN, Sales register & Invoice preparation, Import bills accounting & Foreign remittance, Bank and Cash book, Journal entries and Bank reconciliation & Reconciliation Leger Accounts and Scrutiny and Receivables, Payables, Fixed Assets & Depreciation, Vendor Management, Negotiation of Quotations, Purchase orders, GRN(Goods receipt note), DC, Credit note, Debit note, Reports, etc.,
 - **Income Tax computation** for employee's salary and filing annual returns and issuing **Form-16 to employees**, monthly **TDS** payments, challans generation, filing Quarterly Return for 24Q(Salary) and 26Q(non-salary) and issue of **Form-16A to vendors** and assisting and resolving employee's queries.
 - **GSTR-1** computation and return for monthly Sales in GST website and **GSTR-3B** computation and payment, **GSTR-2A & 2B** reconciliations for Inputs and **filing monthly Returns on GST website with support of Auditors.**
 - **Employee and Payroll and Leave management** using **GREYTIP HR** software.
2. **HR Management:** Activities like Recruitment, preparing Offer letters, Induction, Increment letters, Experience & Relieving letters, Joining & Exit Formalities, Employee Data management, Employee Relations, Employee Engagement and Communication, Training & Development, Policy Development & Administration, Rewards & Recognition, Performance management, Attendance, Leave Management, Employee Welfare & Benefit, Framing HR Policies. Implemented & developed & Process Policies.
CTC workings, Salary structure, etc.,

Compliance activities: Form-T Muster Roll, Form 1 (Register of Fines, deductions for damage)

- Form F (Nomination) Payment under Gratuity Act 1972.
 - Form P Holiday Notice.
 - Form2 for Nomination of PF & Pension fund.
 - Inspectors visit book-under The Karnataka Shops & Commercial Establishment Act 1961. Compliance under Bonus Act, Gratuity Act, Maternity benefit Act.
 - Leave rules, Sexual harassment of women Act.
 - Payment of wages Act, Minimum wages Act, Employees Compensation Act,
 - Child Labour declaration.
 - Contract Labour (regulation & abolition) and Labour license, Form-II, Form-V, addition, deletion of contractor & sub-contractor.
 - Register of attendance & wages
 - Labour Welfare fund payment (Form-D), & Form-U (Annual Return of Registration under Karnataka Shops and Commercial Establishment Act,1961)
3. **Payroll Management:** Handled complete end to end Payroll for 800+ employees for manufacturing Industry and Software Company. Exposed to Payroll software's like PMS (Payroll Management System) & MWS & greytHR & SARAL. **Also developed "Payroll Template" in Excel.** Reconciling & uploading Attendance, Earnings & Deductions.
 - **Income Tax Computation** on Salaries, Statutory Compliance management like PF, PT, ESIC, TDS, etc., with relevant to laws and internal policies, third party payments & Garnishments, ensuring accuracy, verification of negative salary if any, generating Reports and Pay slips & Bank coordination, Passing Accounting entries, Resolving issues & queries of Employees, Full & Final settlements.
 - **PF & ESIC Challan creation, payments** and monthly **Returns** and addition & deletion of employee data in portal, assisting & resolving PF & ESIC related queries, etc.
 - Professional tax payment and filing of monthly & annual returns and payment of PT- Enrollment Tax annually as per norms.
 4. **Admin Management:** Activities like Office maintenance, Facilities, Housekeeping, and Security, Canteen, Transportation, and other office administration activities.

PROFESSIONAL EXPERIENCE DETAILS

(1) Working in **M/s IVAX PAPER CHEMICALS PVT LTD.**, Chemical manufacturing Industry from **May-2022 to till date** as Manager-Accounts.

***Reason for looking change:** Unable relocate to Gujarat state, due to family reasons.

Handling complete Books of Accounts from end to end of Gujarat Plant.

Handling day to day Books of Accounts, reconciliations, Inter Branch reconciliation, BRS, Debtors & Creditors Ageing & Recon, Payments, Receipts, Fixed Assets, & month end activities & Audit assistance in Finalization of Accounts.

(2) Working in **M/s AEQUS INFRA PVT LTD.**, Group of Companies from **Sep-2021 to May-2022** as 'Executive'. **(9 Months)**

*** Reason for leaving:** Frequent travelling to other districts around 400+ kilometers.

- Auditing & assisting in verification, implementation, adherence, follow-up, maintenance of required 'Compliance Statutory documents' and follow-ups and checking of the same from time to time for Koppal site project regarding Labour Compliance & Statutories like Contact Labour(regulation & abolition), Labour license, Form-II and Form-V, work order from Principal employer to Contractor or sub-contractor and addition and deletion of contractor & sub-contractor, checking & verification of agreements, evaluation of sub-contractors documents and other statutory compliance under Shops & Establishment Act, BOCW Act, registration, cards, and Contact labour Act, Leave Policy, Maternity Benefit Act, PF & ESIC Act, PT Act, Payment of Wages and Minimum wages Act, Gratuity & Bonus Act, Workmen compensation policy, Migration of labour, Employee health & safety, etc.,
- Auditing Koppal Site Attendance, daily manpower report to Team and Contractor and Aadhar and KYC follow-up and updating to Contractor, follow-up with Security and Sub-contractors & laborer's and updating newly joined laborer's and following for KYC, and coordinating with site in charge person, laborers, and Contractors & sub-contractors, etc.,
- Labour Compliance related coordinating with Contractor for Data reconciliation and compiling of our Data with their Data, updating & following up for pending KYC, etc.,
- Payments Tracking, follow-up with Contractors regarding Labor's payment paid on time from Contractors to Labor's and updating Tracker and reporting to concerned management team with regards to issue in payments.
- Forecasting weekly projected labour requirement and coordinating with Project Management team for data collection and compiling and updating.
- Infra team Employee Data management.

(3) Worked in **M/s IDEA BUBBLES CONSULTING SERVICES PVT LTD., (STARTUP COMPANY -Software & Healthcare)** – From May-2015 to July-2020 as 'Manager–Support (Finance, HR, and Admin)'. **(5.2 years)**

***Exposure:** Refer "PROFIE SUMMARY"

***Reason for leaving:** For better prospectus.

(4) Worked in **M/s IBM INDIA PVT.LTD – (BPO):** from **Aug-2012 to Apr-2015** as 'HR Service Administrator' in HR Services Team. **(2.7 years)**

***Reason for leaving:** Process moved out.

- Handled Assignee's queries in Generic mailbox within SLA.
- Checking Compliance Status with regards to ITRV and Tax briefing & EY Organizer for Inbound and Outbound assignee's & sending Chase mails to become Complier.
- Assisting Mobility Team and Balance Sheet Recon & other Team with regards to their queries & Compliance status of Assignee's and extension of their Assignment.
- Downloading of HTS (Hypothetical Tax Settlement) from M/s E&Y tool database.
- Passing Accounting entries when HTS deployed and Reversal when HTS is revised.
- Passing Accounting entries when HTS payment received & IT Refund settled.
- Write off and write back of HTS as per Process and updating in Debt tracker.

- Handled cheque's & DD's towards IT Refund and HTS, and updated Bank Register.
- Reconciliation between our Bank Register and Bank Book.
- Raising DD request IBM portion and Assignee portion of IT Refund as per HTS and sending IBM portion DD's to Treasury Team and Assignee portion DD's to Assignee's towards settlement of Tax Refund. Sending Debt tracker for Quality team verification.
- Sanctioning Non-Complier Assignees & providing Payroll Input to Payroll Team when assignees authorize' s for Payroll deduction towards HTS and IT refund settlement.
- Interacted & Coordinated with Assignees, Host Countries and M/s Ernst & Young with regards to their queries and Tax settlement.
- Preparation of reports like HTS and SLA Metrics and Foreign Tax Credit report.
- Helped & worked for Mobility team during huge workflow and backlog.
- Supported Business control team with regards to WPS check, to ensure employees 100% adherence for IBM Policy & guidelines

(5) Worked in **M/s ACCENTURE SERVICES PVT LTD – (BPO)**: from **Sept-2007 to Mar-2010** as Financial Analyst in Finance & Accounts. **(2.6 years)**

*Reason for leaving: For better Prospectus.

- Queried Invoices processing using SAP, ITOS, Outlook, Retrieval site & Index station applications. Interacting with Customers across the globe & internal clients to resolve Invoice queries.
- Raising down payment request for prepaid vendors and urgent suppliers.
- Analyzing and checking of duplicate down payment requests.
- Reconciling between “down payment made” entries in SAP and our “Down payment excel file”and matching off the open items in SAP.
- Making “Post arrival changes” for hotel bookings changes in PABC tool as per the set list received from the customers and querying and resolving the same with customers.
- Processing Invoices in RECC software & Cost creation in PABC tool for processed invoices.
- Sending Invoice Processed status report and SLA report to manager.
- Training new joiners in the Process.

(6) Worked in **M/s FOURESS ENGINEERING (INDIA) LTD., - Bangalore** (Manufacturer of Valves and Isolators) from **Mar-2002 to June-2007** as **Accountant**. **(5.3 years)**

*Exposure: Refer “PROFILE SUMMARY”

*Reason for leaving: Low Salary.

STRENGTHS

- Ability to work in collaborative environment and managing team.
- Ability to build a successful network with the potential key people who would enhance the process, build a bridge between the client, customer and the company.
- Confident and optimistic.
- Good at conflict management, problem solving.
- Can take decision and solve problems in a more logical way within optimal time.

PERSONAL DETAILS

Nationality	:	Indian
Marital Status	:	Married
Languages known	:	English, <u>Kannada</u> & Hindi
Fathers Name	:	Narayanappa.K
Passport No	:	K5782692
Expected Salary	:	As per Company's norms
Date of Birth	:	06 July 1976 (48 years - Age is not a constraint, its just a number for Professionals- iam adoptable to Challenges & Skills and iam Fit to work).
Hobbies	:	Reading, listening to music and meditation, & simple Yoga exercises , playing Chess.