



RAYAPPA GARWAD M.COM.,

Mailing address

40/1, 4th Cross 4th Main,
Vasantappa Block,
Ganganagar,
Bangalore, -560032
Karnataka. India

Rayappagarwad@yahoo.com

Mobile: +919606524351

Current Net Salary \$ 2,250 per Month

Expecting: Negotiable

Permanent address

At Post: Hosur
Tq: Badami
Dist: Bagalkot
Karnataka, India

Seeking competitive assignments in the field of Accounts, Finance & Office management with an Organization of high repute.

Synopsis

- A **M.com postgraduate** with over **17 years** of experience in the areas of Accounts, Taxation, Auditing, Costing, Payroll, Fund Management, MIS, Commercial & Office Administration.
- Experience in financial accounting, sales accounting, inventory management, receivables & payables management and preparing various reports.
- Excellent communication & analytical skills with experience of working in computerized environment with the use of Tally & ERP

Organizational Experience

Time period	Role& Organization
Oct-2001 to June 2006	Branch Accountant Sundek India Ltd. Bangalore
April-2007 to Oct-2010	Branch Accountant Dharmpal Satypal Ltd Bangalore
Nov 2010 to Sept-2021	Factory Accountant Nyanza Bottling Tanzania Ltd ==AFRICA
Nov 2021 to March 2024	t Lion seal Industries Ltd-Nigeria-Kano
April 2023-Till Date	Accounts Manager Fouress Engineering (India) Pvt Ltd Bangalore

Chief Tasks Handled

Working profile in sundek india ltd

Total turnover 150crors

Accounts team size 3

- Invoice & Purchase entries to be updated in accounting software and payment follow-ups and payment process
- Bank Receipts & payments update in accounting software
- Bank Reconciliation Daily Base and Monthly once
- Customer & supplier account reconciliation when necessary for Reco
- Tds, ESI, PF, Professional Tax, GST, workings, Payment's process and E- Filing
- Salary preparation & payments process on time
- Sales tax assessments documents to be prepared and to close the assessments
- Monthly MIS Reports, Profit and Loss, Balance sheets and various MIS related reports to be prepared and presented to managements by 10th of every month
- File control management
- Petty cash verification and cross checking with hard copy v/s books
- Customer collection cross checking with Bank website based in hardcopy received from the sales team as well as customer sent email references
- Co-ordinating with H.O. & other units for payments and Finance related matters
- Budgeting, MIS and other related cost control activities with variance analysis

Working profile in Dharpal Satypal Ltd

Company turnover 6000crors

Bangalore branch turnover is 250crors

Team size 5

- Day to day data entries verification & controlling of errors (Invoice, Purchase, Import & export, Receipts, Payments, Journal, credit note and debit note)
- Daily based, cash flow statement
- Daily based Bank Reconciliation
- Local and International Purchase order preparation follow-ups
- Payment's process of local & international suppliers
- Daily based inventory control and physical verification v/s book stock
- File control managements
- Co-ordinating with H.O. & other units for payments and Finance related matters.
- Budgeting, MIS and other related cost control activities with variance analysis
- Managing a dedicated team of 3 personnel
- Inventory control of finished goods, Raw material, semi-finished goods and spare parts (automobile store),
- Import & Exports file creating, costing, customs and clearing agents follow-ups until container reached factory, and clearing agent and transportation payments process in special case
- Monthly statutory payments & E Filing (Tds, GST, PT, Income tax. Esi & EPF)
- Monthly MIS Reports Profit and Loss account and Balance sheets
- Letter of credit preparation and follow-ups

Working profile in Nyanza Bottling Tanzania Ltd-Africa

Company turnover is 05 billion USD per annual
Team size under my control 20

- Day to day checking all the transaction done by team
- Cash flow statement
- Bank Reconciliation
- Local & International Purchase order preparation
- Local & International payments process
- Shipment documents follow –ups and shipment allotting to clearing agents and shipments follow-ups till to reach premises
- Payment's process of custom duty, clearing agents and related to imported material
- Local & expatriate salary preparation and process
- Statutory payments process before due dates, (Payee, NSSF, Pension, WHT and vat payments and E filling)
- Production entries
- Inventory control of Raw Material, Finished and semi-finished goods books v/s physical monthly once.
- Imported file creation and costing for landed price
- Monthly MIS Reports, Profit and Loss. Balance sheet and various MIS Reports
- Letter of credit open for international supplier

Working profile in Fouress Engineering (India) Pvt Ltd.

Company turnover is 100crors
Team size 05

- Entire accounts & finance handling
- Statuary payments & E Filing of GST, TDS, PT ,ESI & PF
- Monthly Profit and Loss and balance sheets
- Customer & supplier accounts reconciliation
- File management and
- Cash & Fund flow statements to be prepare daily based

Office administration

Facilities management

Select & manage external agencies for activities related to marketing, office supplies,

Travel related, courier etc.

Liaising with Govt. Departments.

Managing Transportation (Keeping record of Company vehicles, tax payments, insurance etc)

Academia

- **B.Com –Bachelor Degree in Commerce (Bangalore University)**
- **M.Com- Master Degree In commerce (Mysore University)**

Training

- ERP-Oracle 9i (Integrated Management Information System) – 2 years exp.
Module: GL, AP, AR, SALES, FG INVENTORY.
Got training from Kurosoft Technologies Ltd, (Oracle Service Provider) Delhi.
- Fox pro based Accounting Software 6months
- Amedies ver 2.16 and Tally 6months
- MS Office 2000 & XP.

IT Credential

- **ERP oracle 9 base 3 years**
- TALLY 10 1 PRIME VERSION
- SAP B1 MODULE
- SAP R3 FICO
- Very Good In excel, Vlook pivot table and IF Formulas etc
- Accounting Package AMEDIES 2.16

PROFESSIONAL WORK

- Maintaining Cash, bank book & General Ledger
- Preparation of bank Reconciliation statement
- Preparation of vouchers & passing Bills
- Filling Monthly GST FILING
- Filling Annual GST FILING and Reconciliation of GST 2 v/s Books
- Preparation Balance sheet Independently
- Preparation Profit And Loss account
- Filing and payments of T.D.S Monthly and Quarterly
- Control o Inventory (Finished goods, Raw material and semi-finished goods)
- Knowledge of Central excise
- Knowledge of Fringe Benefit Tax
- Preparing salary statement & payment to staff
- Keeping A track Of daily Expenses by maintaining petty cash ledger
- Preparing Daily sales Report
- Maintaining Cheques Deposited & issued in daily basis,
- Following up clients for payments by sending them statement for every month
- Making Exchange order, Invoices, receipts, payments, credits notes, debit notes.
- Keeping A track of service tax to be paid every month (TR6Challan) and half yearly returns (formST3)
- Knowledge of MIS Report (ERP Package)

Personal Information

Father's Name : Fhagirappa Garwad
Date of Birth : 05.06.1978
Marital Status : Married
Nationality : Indian
Passport No : W6618633 exp 25.10.2033
Languages Known : Kannada, Hindi, English, Telugu & Basic French speak
Languages Known : Meeting People, Playing Cricket, and Traveling & Listening to Music.

FAMILY BACKGROUND

1. **Father** :- Fhagirappa Garwad (Landlord)
2. Mother :- Shivamma Garwad (housewife)
3. Wife : - Soumay Garwad working as a Accountant Private Co
4. Daughter :- Trupati Garwad
5. Son :- Parshuram Garwad
6. Accompanied by 2sisters and 2 brothers

Reference:

- 1) H S Kasinakute
#/40/1 4th cross
4th Main Vasantappa Block
Ganganagar
Bangalore-560032
Contact No 08025924383
- 2) Mr. Masappa Garwad
#. 4 3rd crosses
MAL Layout
Bhoopsandra (Mob: 9845456297)
Bangalore -560094.
- 3). Amal Raj Kasi (working in oracle
(Bhannerghat Main Road)
Contact No Mobil 9419131703
Landline No 080-41071323
- 4). Ravi. M (In sv Scinetific)
Mobil No 9843422543

Candidate

(Rayappa Garwad)
Bangalore