

# ARLIN P ANTONY

📍 Bengaluru, Karnataka, India    ✉ arlinpantony@gmail.com    ☎ +917034351007

🌐 <https://www.linkedin.com/in/arlin-p-antony>

## SUMMARY

---

Experienced Accountant with a strong background in Finance and Taxation, seeking to leverage my expertise and skills in a challenging role in fund accounting. I am dedicated to delivering excellence in fund accounting, leveraging my deep financial knowledge and unwavering commitment to achieving optimal results. As a detail-oriented professional with a passion for the finance industry, I am eager to contribute my expertise to drive your organization's financial success and growth.

## EXPERIENCE

---

### Relationship Manager

ICICI Bank

April 2023 - July 2023, Bengaluru

Roles & Responsibilities.

- Monitor and evaluate industry trends and customer requirements.
- Collaborate with product specialists, subject matter experts, credit and service teams to ensure structured and customized solutions as per the requirement of customers.
- Proactively engage with NRI clients across geographies to establish financial needs, understand client requirement and provide the best financial solution to their existing relationships.
- Manage various daily transactional accounting process such as contacting customers for High Value Transaction, Purpose of remittance and Fund Transfer etc.

### Senior Practitioner

GAC Logistics Pvt Ltd

November 2018 - March 2023, New Delhi

Roles & Responsibilities.

- **General Accounting**
  - Managed day-to-day accounting and bookkeeping activities, ensuring accurate financial record-keeping and compliance
  - Prepared and reviewed monthly, quarterly, and yearly management reports, providing critical insights and data-driven analysis to support strategic decision-making.

- Performed month end book closing activities, including processing journal entries, accruals, and reconciliations.
- Proficiently prepared Financial Statements in accordance with Generally Accepted Accounting Principles (GAAP), ensuring compliance with regulatory standards and financial transparency.
- Provided valuable audit support to client companies, facilitating seamless and accurate audit processes and ensuring compliance with regulatory requirements.
- **Financial Analysis:**
  - Conducted variance analysis to identify trends, patterns, and discrepancies in financial statements (Financial Statement Review).
  - Provided insights and recommendations based on financial analysis to support decision-making processes.
- **Statutory Compliance and Audit Support:**
  - Preparation and timely submission of Quarterly and Monthly GST Returns, with meticulous reconciliation of 2A/2B, and proficiently prepared GSTR9/9C filings.
  - Managed the accurate preparation and prompt submission of Professional Tax filings.
  - Calculated, deposited, and meticulously filed TDS returns including advance tax and annual filing, maintaining strict adherence to tax regulations.

## PROFESSIONAL KNOWLEDGE

---

- Knowledge on **Private Equity fund structure, Master-Feeder funds, Onshore – Offshore funds, Blocker entity, Life cycle of Private Equity fund** etc.
- Knowledge on **Initial Closings, Subsequent Closings, Waterfall Mechanism** (America & European) etc.
- Good knowledge in **Mutual Funds** concepts like types of MF, calculation of NAV, etc.
- Good understanding on Calculations of Management fees & Carried Interest.
- Conceptual Understanding on Limited Partnership agreement (LPA), Private Placement Memorandum (PPM), Investor Commitments, Contributions, Distributions etc.
- Basic knowledge of **Fund Accounting Terms (AUM, AUA, Placement Fee)**.
- Good understanding in the **Stock Markets**.
- Practical understanding of **Derivatives & usage**.

## EDUCATION

---

### Master of Commerce

Mahatma Gandhi University • Kottayam, Kerala • 2017

### Bachelor of Commerce

Mahatma Gandhi University • Kottayam, Kerala • 2015

## CERTIFICATIONS

---

- Business Correspondent & Facilitator (NSDC)
- Diploma in Indian and Foreign Accounting (IAB)

## SKILLS

---

Hard Skills: General Accounting Principles, Financial Reporting, General Ledger Management, Reconciliation, Month-end and Year-end Closure, Journal Entries, Fixed Assets Accounting, Consolidation, Financial Analysis, ERP Systems, MS Excel, Account Reconciliation Tools, Taxation, Audit Support, GAAP and Microsoft office suite, Goods and Service Tax, TDS, PF, ESI, Professional

Tax, Income Tax, Mutual Funds, AP, AR, Balance sheets, Profit And loss Account, Inventory, Indirect Tax

Languages: English, Hindi, Malayalam, Tamil

Soft Skills: Strong written and oral communication, Analytical and problem-solving skills, Time management, Critical thinking, Active learning, Attention to detail, Adaptability, Goal oriented, Team Collaboration, Receptiveness to Feedback, Co-ordination, Integrity, Interpersonal Skills, Minimal Supervision