

Arya G S

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EMPLOYMENT SUMMARY

Senior Executive - Finance

Attinad Software Pvt. Ltd, Technopark, Kerala, India
May 2014 – Till date

Executive- Finance & Accounts

Collabera Solutions Pvt Ltd,(Brillio Technologies) 5th Floor, Tejaswini Building,
Technopark, Trivandrum
April 2011 – May 2014

Job Profile

- Accounts receivable and issue invoices
- Accounts payable and perform reconciliations
- Handling cash / bank transactions, NEFT/RTGS and Bank reconciliation.
- Verifying and preparing timesheets on a monthly basis and generating customer Invoices of T&M projects including Export & Domestic.
- Vendor Payments, AMEX payment, reimbursement claims processing.
- Payroll – Preparation of payroll, full and final computation, payment and accounting the details. Preparing and sending out payslips after salary disbursement.
- Preparing and maintaining statutory books of accounts and its subsidiaries. Entry in Tally .
- Income Tax – Handling income tax related queries of employees, investment declaration, computation and proof collection. Filing income tax return of the company directors and employees.
- Purchase Order generation for procurement and Petty Cash advances & settlement.
- Travel Card/Forex – issuance for onsite employees and maintaining the tracker.
- Maintaining hardcopies of files relating to company such as PAN, AOA, MOA, IE Code, Labour, Vendor Contracts, Customer Agreements etc.
- Auditing – Liaising with external auditor and assisting in auditing process.
- TDS Payment – Preparing TDS computation relating to employees and vendors.
- Quarterly E-TDS return and issue Form 16/16A.
- Softex Form – Monthly Softex Form filing for attestation with STPI.
- GST filing – Payment of GST
- Profession Tax – Preparing profession tax computation, payment and accounting.
- Provident Fund– Computation of PF, remittance and accounting. Handling PF joining, UAN, transfer and withdrawal claims.
- ESI – Computation of ESI, remittance and accounting. Handling ESI joining and surrender.
- Preparing letter for Foreign Inward Remittance Certificate and regularization of export proceedings (FEMA Compliance).

- Yearly Renewal and Amendment of Labour Registration and submission of Holiday List for approval to Labour Office.
- Maintaining and updating statutory registers which includes Fixed Asset Register, Labour register and other registers envisaged under the EPFO Act, ESI Act and Labour Act etc.
- Drafting reply to Show Cause Notices from various statutory departments.
- Liaising with Income Tax, PF, GST, Labour Department with respect to audits, hearings and other matters etc.
- Liaising with company secretary for AGM, filing MGT forms with ROC.
- Preparation and maintenance of Board Minutes.
- Renewal of Digital Signatures of Directors.
- Preparation and execution of NDA, SOW, MSA etc for Customers.
- Timely review and execution of vendor contracts such as Rent, House Keeping, AMC, Travel, Security Services etc.

Academic Credentials

Course	University	Percentage of marks	Year
MBA	ICFAI	70%	2018
BCOM	Kerala University	83%	2009
DCA	Govt of Kerala	80%	2008
HSE	Govt of Kerala	95%	2006
SSLC	Govt of Kerala	69%	2004

Personal Dossier

Date of Birth: 11th April 1989

Nationality: Indian

Gender: Female

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