

Syamkumar Vasukuttan

TC-16/1168, Janaki Bhavan,
ARA-96, Jagathy, Thycadu PO
Thiruvananthapuram – 695014
E- Mail: syamamz@gmail.com
Phone: +91-9746278397



ACCOUNTANT

CAREER OBJECTIVE

Looking forward to an organization that offer it's challenging stimulating learning environment to work in and provide scope for individual development, which offer attractive prospects for long term personal development and career growth.

KEY SKILLS

- Tax Accounting: GST / Advance Tax / TDS/ Central Excise / Service Tax / VAT
- Payroll Management: ESI / EPF / Accounts Payable / Accounts Receivable / Reconciliation
- Office Administration / Cross-Functional Coordination / Problem Solving / Attention to Detail
- Inventory Management / Negotiation / Tally ERP / MS Office

EXPERIENCE

- Over 9+ years of experience in Accounts, Office Administration and Procurement fields.

CAREER HISTORY

- Presently working with M/s. Siso Cosmetics Private Limited, Kerala, India as an “Accountant” from 16-07-2018 (Manufacturing - Cosmetic Products)
- Worked with M/s. Bawadi Al Jazeera Trad. L.L.C, Oman as an Accounts & Admin Executive from 14-04-2015 to 15-05-2018 – (Construction Industry)
- Worked with M/s. Qatar Master Electro Mechanical Co. W.L.L, Doha, Qatar as an “Accountant” from 13-10-2011 to 09-01-2015 - Construction Industry.
- Worked with M/s. Lanflex Cables, Silvassa, UT of D & N.H, India, as and “Accounts Assistant” from 14-12-2009 to 30-09-2011 – Manufacturing Industry - Wires & Cables

JOB DESCRIPTIONS

- Supervise all regular accounting processes such as A/P, A/R and Journal Entries plus monthly closure accounts.
- Preparing monthly financial statements such as, reports and records by collecting, analyzing and summarizing account information.

- Provide support to auxiliary schedules for auditing purposes as per assigned work.
- Preparing P&L for “Advance Tax” payable calculation and making payment.
- Maintaining TDS register and preparing monthly payment.
- Maintaining GST Register - Input Tax Credit Availd, Output Tax Payable and Paid.
- Input Tax Credit Reconciliation – Verifying GSTR2 & GSTR2A
- Preparing and Submitting Monthly GST Return - GSTR1 & GSTR3B
- Supporting to submit GST Annual Return – GSTR9
- Preparing and submitting monthly ESI, EPF employer and employee contribution.
- Preparing export documents such as Export/Tax Invoice and Packing List
- Co-ordinating with Shipping Agent for customs clearance for export.
- Handling documentation processing and coordinating with Bank for Import/Export Foreign transactions.
- Maintaining inventory register and preparing stock journal.
- Organize all company financial programs and ensure compliance to budgetary requirements.
- Monitor and implement all accounts payable cheque activation and wire transactions.
- Analyze different general ledger accounts regularly.
- Prepare journal entries and synthesize common ledger for subsidiary accounts.
- Monitor account reconciliation, tax and calculations inclusive of cost accounting plus factory data recording processes.
- Manage and maintain finance related programs and documents inclusive of future plans and programs.
- Analyze financial statements on a monthly basis and correcting and reconciliation of variances.
- Working with the cash receipts team member to reconcile variances that occur in the application of cash.
- Handling bank, debtor and creditor reconciliations
- Inputting employee expense claims to the ledgers
- Payroll management & Transferring Salary through Bank
- Liaise with bank relating to facilities required for the projects (Bank Bonds, Overdraft Facilities, LC’s
- Communicating with Project Managers regarding contract documents, change orders and other contract modifications, approvals, and any additional services-related to billing.
- Maintaining the billing folders for all projects, with all the appropriate documents, including expenses, consultant invoices, and monthly invoices, in accordance with standard procedures.

- Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
- Co-ordinating with QA/QC department to get approved materials
- Continuously monitoring, evaluating and improving supplier performance.
- Projecting stock levels.
- Controlling the purchasing budget.
- Liaise with different suppliers to negotiate and order construction & MEP materials required for the project.
- Managing the procurement supplier relationships for the company.
- Helping to source alternative items for buyers and customers.
- Regularly contacting suppliers to renegotiate prices.
- Resolving disputes and claims with vendors and suppliers.
- Developing relationships with distributors.
- Involved in selling off excess, damaged and inventory and stock.
- Ordering and maintaining office stationery and equipment.
- Managing electronic and printed files.
- Fully responsible for companies daily operations which includes worker allotment, organizing daily work schedule to different sites as requested by the site team etc.
- Ensure that statements and records comply with laws and regulations
- Preparing and submitting monthly excise return (ER-1) through e-filing system (aces.gov.in)
- Preparing P.L.A. Register / Maintaining RG-1
- Preparing RG-23C-Part I & Part-II and RG-23A-Part-I & Part-II
- Preparing monthly service tax return (ST-3) and submitting through e-file (aces.gov.in) system
- Filling Form DVAT 30 & 31 for purchase & sales annual returns
- Filling Form DVAT 16 and Annexure-II for quarterly VAT return and handling “C” related works.
- Filling Form-1 for quarterly state & interstate sales details

ACADEMIC QUALIFICATIONS

- Passed Bachelor of Commerce (B.Com) from the University of Calicut, Kerala in 2009.
- Passed H.S.C from State of Madhya Pradesh, Bhopal in 2006.
- Passed SSLC from State Board of Kerala, in 2002.


TECHNICAL QUALIFICATIONS

- Passed Diploma in Computer Application course from Sterlite Training Institute (A Group of Sterlite Industries Ltd.) , Pooja Apartment, Silvassa - Vapi Road, Silvassa, India in 2003.
- Passed Tally Financial Accounting Program 7.2 course from Vidaya Tech Technical Institute, Shreeji Apartment, Saily Road, Silvassa, India in 2006.

PERSONAL PROFILE

Permanent Address	Kizhakke Puthen Parambil, Amayida, Ambalapuzha – 688 561 Alapuzha (Dist.) Kerala (State), India.
Date of Birth	30 th May 1987
Father's Name	Shri. Vasukuttan V.P
Marital Status	Married
Languages Known	English, Hindi & Malayalam
Hobbies	Reading, Watching Movies, Playing Cricket & Travelling.
Passport No.	J 1579184
Date of Issue	27/03/2010
Date of Expiry	26/03/2020
Driving License	Indian Union LMV & M.C-With Gear
Salary Expected	Negotiable as per post held and nature of work

I, hereby declare that all the information furnished in this resume is factual and correct to the best of my knowledge and belief and shall be glad to provide any further info as you may so require.


SYAMKUMAR VASUKUTTAN
Thiruvananthapuram, Kerala