

## Manu KM

Kazhunnukandathil (H)

Ramapuram, Kottayam

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+91- 8281043582

Date of Birth: 10 March 1995



### ***Objective***

I am a *Senior Accountant* with extensive experience in fiscal operations, Business administrations, A/P, A/R, cost allocation, month/year- end closing, variance analysis, and development implementation of procedures and policies. Demonstrated expertise in strategic planning forecasting, Budgeting, financial auditing, project management and complex tax issue. Thoroughly deals-oriented with strong team leadership and collaboration skills. I would like to have a position within a growth-oriented, forward-thinking organization where I can help achieve its objectives by utilizing my experience, skills, and education to the fullest extent.

### ***EMPLOYMENT HISTORY***

#### ***Positive Accounting Solution***

##### ***Junior Accountant***

*Ernakulum, Kerala*

*May 2015 – September 2017*

- ❖ Manage accounts payable and accounts receivable.
- ❖ Return filling of various tax return (TDS, Sales, Income Tax, Service Tax, GST).
- ❖ Maintain, analyze and reconcile all accounts and related entries on a daily and monthly basis.
- ❖ Examine journal entries, general ledgers and other document financial business transactions.
- ❖ Strong skills in Payroll management.
- ❖ Monitor and review accounting and related system records for accuracy and completeness.
- ❖ Preparation and maintenance of various registers like purchase registers, sales register and journal register etc.
- ❖ Computation and E-filling of EPF&ESI monthly return.

***Phoenix Studios Star Big Cinemas Mumbai***  
***SENIOR ACCOUNTANT***

*Mumbai, India*  
*November 2017 – March 2020*

- ❖ Return filling of various tax return (TDS, Sales, Income Tax, Service Tax, GST).
- ❖ Strong skills in Payroll management.
- ❖ Computation and E-filing of EPF&ESI monthly return.
- ❖ Reviewed, evaluated, and ran audits on the company's existing accounting workflows; motivated to constantly improve accuracy and timeliness of record-keeping and reporting.
- ❖ Instituted checks and balances to make sure the routing of information remained efficient between the auditors, accounting teams, and finance officers.
- ❖ Coordinated with the accounting department for the purpose of ensuring the consistent precision of all operating systems, accounting networks, and processes.
- ❖ Collaborated with the IT department during the implementation of change management policies.
- ❖ Communicated with representatives of the internal and external auditing committees to foster strong, mutually beneficial relationships.

***JOSE KAPPEN & CO. (Chartered Accountants) Thodupuzha ,Kerala***  
***ACCOUNTANT***

*June 2020 – Present*

- ❖ Return filling of various tax return (TDS, Sales, Income Tax, Service Tax, GST).
- ❖ Statutory Audit, Finalization of Accounts.

## ***Education***

Institute/ College	Course	University	Period of study	Percentage/Marks
College of Applied Science Thodupuzha	BCOM	MG University	2012-2015	65
Co - Operative College Thodupuzha	Plus Two	Kerala	2010-2012	67
St. Joseph HS Manathoor	10	Kerala	2009-2010	71

## ***Technical Skills***

- ❖ Advanced ERP experience (Tally ERP 9, Tally ERP 7.2)
- ❖ Advanced Excel ability.
- ❖ Knowledge of Winman Software.
- ❖ Strong skills in PowerPoint, Word.

## ***INTERNSHIP & TRAINING Programs***

❖ *Tally Certificate – Tally Academy*

### ***PERSONAL SKILLS***

Coordinating, Quick grasping power, Co-operative and adaptive,  
Dedicated and Open, Caring and friendly, Positive Attitude, Good team  
player, Punctual, Interest in learning new things.

### ***REFERENCES***

Runnu Khandawal  
Assistant Manager – Phoenix Studios Star Big Cinemas Mumbai.  
91-7738431022

### ***PERSONAL DETAILS***

Name	:	Manu K M
Father's Name	:	Manmadhan K N
Nationality	:	Indian
Languages	:	English, Hindi, Malayalam
Gender	:	Male
Marital Status	:	Single
Passport Number	:	S4999562

### ***DECLARATION***

*I hereby declare that the above cited information is true to the best of my  
knowledge and belief.*

**Manu KM**

*Place: Ramapuram*

*Signature*

*Date:*