



Syamkumar V

Accountant

📍 Poojappura, Kerala, 695012 Trivandrum, India ✉ syamamz@gmail.com ☎ +91-9746278397

📅 30-05-1987 🇮🇳 Indian 💍 Married 🚗 Indian Union LMV

CAREER OBJECTIVE

To consolidate a responsible position in the Accounts/ Administration/ Internal Audit department of a reputed business organization, wherein the work experience I gained during the last 10 years could be professionally utilized. I would like to work in a challenging and demanding environment towards my job always give high respect, highest integrity, at most dedication and most sincere.

SKILLS

GST | Advance Tax | TDS | ESI | EPF | Accounts Payable | Accounts Receivable | Administration | Problem Solving | Cross-Functional Coordination | Attention to Detail | Inventory Management | Negotiation | Tally ERP | MS Office

PROFESSIONAL EXPERIENCE

Over 10+ years of experience in Accounts, Office Administration and Procurement fields.

CAREER HISTORY

M/s. Siso Cosmetics Private Limited, Trivandrum, India
Accountant

07-2018 – present

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- 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 IT Return filing and auditing purposes as per assigned work.
- Preparing P&L for “Advance Tax” payable calculation and making payment.
- Maintaining TDS register and preparing monthly payment.
- Preparing and Submitting Monthly GSTR1 & GSTR3B
- Preparing details for GST Annual Return.
- Managing Payroll and submitting monthly ESI, EPF employer and employee contribution.
- Maintaining inventory register and preparing stock journal.
- Handling all reconciliation works such as Bank Book, Cash Book, Debtor Ledger, Creditor Ledger and tax calculations.
- Working with the cash receipts team member to reconcile variances that occur in the application of cash.

M/s. Bawadi Al Jazeera Trad. L.L.C, Oman

04-2015 – 05-2018

Senior Accountant / Procurement & Operations Executive

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
- Avoids legal challenges by complying with legal requirements.
- Secures financial information by completing database backups.
- Preparation of Cash flow related to projects for Banks & Internal assessment.
- Payroll management & Transferring Salary through Bank
- Liaise with bank relating to facilities required for the projects (Bank Bonds, Overdraft Facilities, LC's
- Protects organization's value by keeping information confidential.
- Prepare financial statements and supporting schedules according to monthly close schedule.
- 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.
- Fully responsible for companies daily operations which includes worker allotment, organizing daily work schedule to different sites as requested by the site team etc.

M/s. Qatar Master Electro Mechanical Co. W.L.L, Doha, Qatar
Accountant

10-2011 – 01-2015

- Raising the invoice/receipt to all the Customers
- Preparation of invoices for Credit Customers.
- Checking the ledgers of the credit customers and make sure that all the invoices are booked.
- Follow up and allocation of the remittance from credit customers against the invoices raised.
- Booking all the invoices received from the vendors
- Making payment to the vendors based on the agreed credit period.
- Issuing Payment certificates to subcontractors.
- Daily Cash & Bank Reconciliation.

Assistant Accountant

- Preparing and submitting monthly revenue return.
- Preparing and submitting monthly excise return (ER-1) through e-filing system.
- 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 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 QUALIFICATION

- Bachelor of Commerce, University of Calicut, Kerala in 2009
- H.S.C from State of Madhya Pradesh, Bhopal in 2006.
- SSLC from State Board of Kerala, in 2002.

TECHNICAL QUALIFICATION

Tally.ERP 9 | MS Excel | MS Word

HOBBIES

Listening Music | Watching Movies | Playing Cricket

LANGUAGES

Malayalam | English | Hindi

DECLARATION

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

SYAMKUMAR V
Trivandrum