

## Mithun Kumar V

Viswageetham,  
Mannam P O  
North Paravoor, Ernakulam



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### Objective

Seeking a challenging career in the areas of finance and accounting with opportunities for value addition and performance.

### Personal Profile:

A finance professional with **9.0** years Experience & served as Financial Analyst for Project Accounting O2C and T&E -AP finance team and as Audit & Senior Accounts Officer in reputed Firms . Looking forward for further challenges to induce decisive process improvements and thereby growing along with the organization.

### Academic Qualifications

- ⇒ Chartered Accountancy- PCC (INTER), ICAI - 2010
- ⇒ Bachelor of Commerce - B.Com - 2010

### Career Contour

#### ⇒ Innovative Technologies (November 2016-Present)

**Designation : Assistant Manager-Finance**

#### Key Responsibilities:

- **Finalizing books of Accounts for Audit:** Managing the Accounts team & preparing books of Accounts up to finalization for Audit.
- **Month End Closing & Intercompany Reconciliation:** Passing Month End Closure Entries, Intercompany & Bank Reconciliation & Account for Foreign Exchange variances.
- **Managing AR & AP:** Managing Accounts Payable & Receivable activities based on contracts with Vendors & Customers.
- **Budgeting & Variance Analysis:** Conduct detailed study and research with past trends and present data to forecast and prepare yearly and quarterly budgets for each Zone, SMs and for Sales teams.
- **Communicate and present findings:** Communicate and present analytical findings to the Top management that will help them in planning and managing the core functions of the business

## ⇒ **Xerox India Private Limited**

**Designation : Finance Analyst (AP & AR -2.4Years)**

### **Key Responsibilities**

- Project Creation on the basis of the sales order
- Creating different WBS elements based on the projects
- Sales order creation based on the request
- Employee assignment to the projects
- Quality Crusade Report.
- Complete - Incomplete Report
- Rejection Reason Analysis Reports

#### **T & E Auditor:**

- T&E Expenses Audit
- Batch Audit
- Invoice Internal Audit
- Queue Aging Report

## ⇒ **Balan & Co (Chartered Accountants)**

**Designation : Audit Clerk (December 2006 to June 2010)**

### **Key Responsibilities:**

- Compile & Analyze financial information to prepare financial statements including monthly & Annual Accounts
- Analysis of Revenue and Expenses on the basis of supporting Documents and thereby ensuring the reliability.
- Prepare for Financial Audit & Coordinate the Audit Process

## **Professional Achievements**

- Awarded with Eagle Squad Award Twice for demonstrating outstanding performance, one of Xerox India Ltd core Values

## **System Knowledge**

- Better hands in MS office applications
- Experience and Knowledge in TALLY,SAP,ORACLE,SIFT

## **Areas of Strength**

- Better Team Player
- Passion to learn new applications and processes
- Committed to work under pressure in fast-paced environment.

## Personal Details

Date of Birth : 06<sup>th</sup> December 1988  
Father's Name : K Viswambharan  
Gender : Male  
Marital Status : Married  
Nationality : Indian  
Languages Known : English, Hindi and Malayalam

## Reference

### Navas Ali

Manager, Accounts  
Innovative Technologies  
Aluva, Kerala  
Mob: +918891795904

### Sijo Jose

Team Leader,  
Xerox India Pvt Ltd, AP Team  
Phase 1, Carnival Info park  
Mob: +918281788976

## Declaration

I hereby declare that information provided above is authentic and true to the best of my knowledge and belief  
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Place: Ernakulam

Mithun Kumar V

Date: 29<sup>th</sup> April 2020