

MAXIN M ARANJANI
B.Com (6 years of experience)
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PERSONAL SUMMARY

To work for a company that gives me a platform to develop my skillset while utilizing my knowledge and experience to work as a team player. Quality-focused accounts associate with six years of experience in accounting and taxation. Over 6 years of experience in several areas of business support services in reputed multinational companies.

PROFESSIONAL EXPERIENCE

1. Business Advisory Consultant

Company: Pearl Outsource Pvt Ltd

Tenure: May 2015 to Current Date

Major Projects Handled During this Period

- ✓ Handled all in-house accounting activities of client organizations in the stipulated time period and utmost accuracy
- ✓ Handled all GST related activities like registration, return filings, amendments etc.
- ✓ Worked with TDS procedures like deduction calculation, section wise challan preparation, payments, quarterly return filings, TAN registration etc.
- ✓ Undertaking ITR calculations and filings including deduction calculation, income ascertainment, deduction advice, return filings etc.
- ✓ Initiated all the payroll related calculations of the client organizations
- ✓ PF deduction calculation, new member adding, online challan preparation, payments, monthly filings, liaison with the PF department etc.
- ✓ ESI deduction calculation, new employee registration, challan preparation, payments, monthly filings, claim advice, liaison with the ESI department etc.
- ✓ PT periodical deduction calculation, department notice reply, offline challan creation, offline payments, liaison with the LSG department etc.
- ✓ Have the responsibility to handle payroll management including salary calculation by verifying timesheets, muster roll, overtime details, client requirements etc.
- ✓ Handled the accounting and payroll management of the US section of client organization for more than one year
- ✓ Processing payment invoices in lieu of the US office of the client organization and prompt the payments to the vendors according to the terms
- ✓ Performing review of all T&E reports submitted by the subcontractors to ensure conformity with the GSA US T&E/M&IE policy
- ✓ Giving assistance for crosschecking timesheets, verifying incentives, overtime allowances and on-site assignments in US payrolls

- ✓ Supporting with the preparation and disbursement of 1099s/W4
- ✓ Vendor management by ensuring that they will get paid on time, reconciling the payment list, monitoring all the vendors are properly added on the pay through
- ✓ Bank reconciliation statement preparation, petty cash management
- ✓ Preparing the project report for starting up of small and medium business concerns for getting the financial support from Kerala government
- ✓ Submitted more than 10 project reports to Kerala Govt. Poverty Eradication Department which is for the startup initiatives statewide
- ✓ Creating brand awareness, lead generation and website engagement campaigns through social media platforms
- ✓ Search engine optimization and website optimization as a part of in-house marketing
- ✓ Creating and publishing blogs, write ups, flow charts, presentations etc. for our partners websites and also in-house services for SEO purpose
- ✓ Website analytics and reporting in a proper and timely manner

2. Finance Associate

Company: Xerox Services Inc. US (Infopark, Kochi)

Tenure: Jan 2014 to Apr 2015

Major Works Handled During this Period

- ✓ Invoice processing against the purchase orders and non-PO invoices verification as a part of accounts payable process for one year
- ✓ Invoice posting against receipt as a part of accounts receivable process for 4 months
- ✓ Receipt creation against invoices which issued as per the client requirement
- ✓ Submit total payment report to the client for every payment run
- ✓ Reconciling the balance of payment by creating additional receipt
- ✓ Capitalizing the fixed assets which are either newly purchased or transferred
- ✓ Prepare the documentation in order to explain the process flow and procedure
- ✓ Handled the expense management reports of clients in US and Mexico locations

EDUCATIONAL QUALIFICATIONS

B.Com (Computer Application)
Year of Passing: 2013
University of Calicut

CGPA: 75%

Higher Secondary (12th)
Year of Passing: 2009
Kerala State Board

CGPA: 76%

SSLC (10th)
Year of Passing: 2007
Kerala State Board

CGPA: 97%

COMPUTER KNOWLEDGE

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Tally ERP 9
- Oracle Polaris V12 ERP
- Intuit QuickBooks
- Google ads
- Social media marketing
- JD Edwards for Procurement

CERTIFICATIONS AND ACHIEVEMENTS

1. Certification on F&A Excel Intermediate
2. Certification on Advanced Formulas and Functions in Excel 2013
3. Certification & Enrollment of Tax Practitioner by Govt. of Kerala
4. Post Graduate Diploma in Sales Tax Practice
5. Diploma in Sales Tax Practice
6. Certification on Computerized accounting with tally
7. Diploma in Digital Marketing

PERSONAL DETAILS

Address : Aranjaneyil (H), Pulloorampara PO, Thiruvambady, Kozhikode,
Kerala PIN. 673603

Date of Birth : 22-May-1992

Gender : Male

Father's Name : A V Mathew

Religion : Christian

Nationality : Indian

Marital Status : Married

Languages : English, Malayalam

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my Knowledge and belief.

Place : Kozhikode

Date : 06-May-2020

Maxin Mathew Aranjan