

HARISH V V

Contact

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Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Innovative
- Time bound

Languages

	Read	Write	Speak
Malayalam	✓	✓	✓
English	✓	✓	✓
Hindi	✓	✓	

Summary

Accounts professional with over 12 years of hands-on experience. Provides accurate and knowledgeable accounts services with professional integrity. Provides relevant information to the top management for decision making after compiling and analyzing the data. Ensure tax compliance. Take initiative to improve accounting areas.

Objective

To excel in the field of Accounting/Auditing with high degree of quality and responsibility. Gaining more knowledge and skills and applying those in a challenging environment with a progressive organization by professional approach.

Education

- CA Intermediate (IPCC) :
Institute of Chartered Accountants of India – 2015
(Passed one group only)
- Graduation (B.Com) :
University of Calicut, Kerala – 2003
- Pre-Degree (10 + 2) :
University of Calicut, Kerala – 2000
- Matriculation (SSLC) :
Board of Public Examination, Kerala – 1998

IT Credentials

- Tally ERP
- MS Office (Excel, Word, Power Point & Outlook)

Occupational Scan

- Accounts preparation
- Compliance of tax returns (GST and TDS)
- MIS reports preparation
- Branch/Other outlet co-ordination
- Team management
- Assist auditing

Work Experience

- **M/s BHIMA JEWELLERS, CALICUT** SR ACCOUNTANT 01st Oct'16 to 20th Oct'18

A reputed jewellers in Kerala. Worked in their Calicut corporate office which looks after the accounts of its three branches in Calicut, Kannur & Wynad.

- E-filing of GST (Monthly GSTR 1) and TDS (Quarterly) returns
- E-payment of GST-3B and TDS
- MIS preparation to top management
- Reconciliation works – Banks, Branches, Purchases/Sales, Tax payments etc
- Monitoring of receivables and payables
- Supply of stock statements to banks
- Leads and oversees the responsibilities of the accounting team
- Assist the auditors in their internal and final audit works

- **M/s K.RAVINDRAN (NATH CONSTRUCTIONS)** SR ACCOUNTANT 30th Nov'15 to 31st May'16

A well-known construction firm in Calicut. The firm undertakes PWD contracts, Building constructions, Sale of Ready Mix Concrete (RMC) and Service Apartment rentals.

- Handling all day to day accounts works related to RMC
- Verification of purchases, sales, stock transfer, expenses etc
- Reconciliation of Bank statement
- Monthly verification of debtors list and its collection and reconciliation on timely basis
- E-filing of Sales tax, Service tax and Central Excise & Customs duty
- MIS preparation to top management

- **M/s TRACK INDIA PVT LTD (GSA – AIR ARABIA)** SR EXE-ACCOUNTS 22nd Mar'10 to 04th Apr'15

A Delhi based company, which is the one & only authorized General Sales Agent in India for issuing air arabia airline tickets. It has 14 stations across India.

- Handling, supervision & co-ordination of accounts activities at the Calicut branch
- As the one branch accountant, doing day to day book keeping work to finalization of Calicut branch
- Co-ordination and reconciliation of 100+ sub-agents' accounts, preparation of agents' invoices, its software updations and timely collection and follow up of receivables
- Preparation of reports like MIS, Fund Flow, Debtors' Ageing etc to the top management
- Computation of Service tax and TDS and reporting the figures to HO
- Inter branch and HO reconciliations
- Assist the auditors in the audit works

➤ **M/s KTC AUTOMOBILES (P) LTD** ACCOUNTS ASSISTANT 26th Nov'05 to 20th Mar'10

An authorized dealership of Hyundai cars in Calicut, engaged in the business of sales, service and spares. It has three dealerships – Calicut, Kannur & Thrissur and seven branches all over in Kerala.

- Entering of purchases, sales, spares and services invoices in Tally
- Taking NOC for delivery of cars
- Updating data in Hyundai Software system and reconciliation of purchase & sale of cars
- Co-ordination with the three dealerships and preparation of a consolidated net income statement on sale of a car on daily basis
- Branch account maintaining and branch auditing
- Preparation of sales tax report

➤ **M/s MOHAN & MOHAN ASSOCIATES** AUDIT ASSISTANT 03rd Dec'03 to 05th Jun'04

It's a well-established Chartered Accountants firm in Calicut.

- Conducted auditing of Small Scale Industries (Nirmala Soaps), Municipalities (Palakkad, Kunnankulam, Ponnani) and Internal Audit of other firms
- Audit of other clients books of accounts, P&L a/c, Balance sheet, Bank reconciliation, Stock verification etc

Other Personal Credentials

Father's Name	Haridasan V V
Date of Birth	21 st April 1983
Sex	Male
Marital Status	Married
Nationality	Indian
Hobbies	Listening to Music, Exploring new places

Declaration

I hereby declare that all statements made above are true, complete and correct to best of my knowledge.

Date:

Place: Calicut

Harish V V