

RESUME



AKHIL S

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CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organization goals.

WORK EXPERIENCE

- **CARNIVAL FILMS Pvt Ltd.** Carnival Cinemas 2nd Floor, Mall of Travancore, Chakkai, Trivandrum, Kerala, India. From 19-3-2018 to till date.

Position: - Senior Executive Accounts and Finance.

- Responsible for maintaining accounting ledgers in Navision software.
- Preparation and closing of daily cash collection of the property on daily basis.
- Preparation of Billing and dealing manual cash transactions.
- Management of Petty cash transactions and vouching process.
- Responsible for preparing daily reports, P&L and other financial statements to higher authorities.
- Calculation and preparation of GST and other tax calculations.
- Responsible for Overall team leading and signing authority.

- **KTDFC (Kerala Transport Development Financial Corporation NBFC)** Trivandrum, Kerala, India. (From 21-03-2015 to 17-3-2018)

Position: - Accounts And Finance

- Making all TDS payments and Eligibility in TDS and TCS quarterly (26Q,24Q, 27EQ) returns.
- Rectifying and correcting TDS defaults, through online as well as through Winman software such as challan correction, correction of deductee details and all other relevant corrections.
- Awareness about GST Registration, Filing and Procedures.
- Make Service tax online payment & half yearly return filing (ST3).
- Preparation of VAT calculations & Filing returns.
- Preparation of SFT (Statement of Financial Transactions).
- Preparation and filling of RBI quarterly, half yearly and yearly returns.
- Responsible for maintaining accounting ledgers, P/L, Balance sheet and Bank reconciliation in Tally software.
- Accounts Payables and Accounts Receivables entries.
- Awareness and experienced in ITR (Income Tax) filing in online.

➤ **AMMA TILES Showroom Trivandrum (July 2014 to March 2015)**

Position: - Accountant

- Experience in the Preparation of Billing and dealing manual cash transactions.
- Preparation in raising invoice.
- Manual preparation of Ledgers and Financial statements.
- Responsible for administration duties.

➤ **FPAI SURAKSHA (Govt. of Kerala) Trivandrum (March 2014 to June 2014)**

Position: - Accountant Cum M&E officer

- Responsible for maintaining Book Keeping.
- Maintaining and recording manual cash book a/c.
- Preparation of ledger books like stock ledger etc.
- Responsible for Administration duties like ESI payment & filing, Payroll management.
- Data Entry and reporting.

➤ **DJM Big Screen Advertising, Trivandrum, Kerala, India, (August 2012 to September 2013)**

Position: - Accountant.

- Responsible for maintaining day to day accounting works like vouchering and bill preparations.
- Maintaining and recording accounting ledgers and books.
- Receipts and payment follow-up and clearing.
- Taxation and return filing VAT, TDS, Income Tax etc.
- Preparation ledgers, P&L a/c and Balance sheet

STRENGTH:

- Positive attitude, Sincere, Composed, Approachable and Adaptable, Strong Analytical and Problem Solving Skill, Good leadership quality and Strong inclination to learn new areas.

ACADEMIC QUALIFICATION

<u>Year</u>	<u>Exam/Subject passed</u>	<u>Board/Institute/University</u>
2016	M. Com (Finance)	Annamalai University, India
2012	B. Com (Taxation)	Kerala University, India
2009	H.S.C (Commerce)	Kerala Board, India
2007	S.S.L.C	Kerala Board, India

PROFESSIONAL QUALIFICATION: CMA

- Pursuing CMA (INTERMEDIATE) from Institute of Cost and Management Accountants of India (CMA).

ADDITIONAL QUALIFICATION

- Participated in Information Technology Training organized by the Institute of Cost Accountants of India. (ICMAI)
- Diploma In Computer Application (DCA).
- Experienced in WINMAN TDS Software
- Accounting Package known: Tally ERP 9.0, NAVISION Accounting Software.
- Expert in MS excel, MS word.
- Internet related computer management.

PERSONAL DETAILS

DATE OF BIRTH : 19-05-1992

RELIGION&CASTE : Hindu, Nair.

MARITAL STATUS : Single.

GENDER : Male

LANGUAGES KNOWN : Malayalam, English & Hindi

HOBBIES : Listening Music & Playing Cricket.

PERMANENT ADDRESS : "SREEHARI", MRA-A-65/2, Maruthankuzhy, Kanjirampara - P O
Thiruvananthapuram, Kerala, India. Pin: - 695030

NATIONALITY : Indian

I hereby declare that all the above mentioned details are best to my knowledge and belief.

Thanking You,

Date:

Place: Trivandrum

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References available upon request