

Highly dedicated professional with diverse experience in BPO finance, corporate finance, and administration functions in corporate.

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### Professional Experience:

AM Finance (*finance & admin*)

Attinad Software Private Ltd, Technopark, Trivandrum.

July 2014 to May 2020.

### Primary Functions

- Preparing and maintaining statutory books of accounts and its subsidiaries in Tally.
- Handling AR & AP / treasury / cheque / cash / bank / transactions and reconciliation.
- GST returns preparation, reconciliation with 2A, filing and Annual Return filing.
- Preparing TDS computation of employees/vendors, filing, and issuing Form16/16A.
- Preparing timesheets for generating domestic and export Invoices from Zoho.
- Preparation of payroll, full and final settlements, payment and accounting the details.
- Computation of gratuity, PF/UAN, ESI, PT, Kerala Shops & Labour Welfare Fund, its remittance, documentation, filing, joining, transfer, surrender, claims processing etc.
- Purchase Order generation, petty cash, and reimbursement claims settlement.
- Preparing letter for FIRC Certificate, STPI and regularization of export proceedings.
- Preparation, execution and documentation of NDA, SOW, MSA, Board Minutes, etc.
- Maintaining and updating hardcopies of files relating to company such as PAN, AOA, MOA, IE Code, Labour, Vendor Contracts, Customer Agreements etc.
- Drafting reply to notices from government departments, attending hearings, and liaising with them such as Income Tax, PF, GST, Labour department etc.
- Renewal and amendment of Labour registration with Labour Office Trivandrum.
- Liaising with US, UK consultants in Federal Tax filing process.
- Liaising with external auditor and assisting in auditing process.
- Liaising with company secretary for filing MGT forms with ROC.

### Secondary Functions

- Travel card/forex – issuance for onsite employees and maintaining the tracker.
- Handling income tax related queries of employees and investment proof collection.
- Supporting HR and other departments in finance related matters.
- Filing income tax returns of the company directors.
- Renewal of digital signatures of directors.
- Secretarial and other support functions.

Office Manager (*finance, HR & admin*)  
Flip Media Private Ltd, Technopark, Trivandrum.  
May 2013 to May 2014.

#### Primary Functions

- Responsible for the day to day office operations as a single point of contact.
- Processing vendor bills, petty cash claims, etc. for approval and payment.
- Preparing monthly budget for office expense and sending out for CFO approval.
- Payroll preparation, full and final settlement, and employee TDS computation.
- Preparing and sending out pay slips to employees after salary disbursement.
- Responsible for month end closing activities such as reconciling, keeping long/short provisions etc. and forwarding the report to Head Office for compiling the data.
- Computation of PF/UAN, ESI, Profession Tax, Kerala Shops & Labour Welfare Fund, its remittance, filing, joining formalities, transfer, surrender, claims processing etc.
- Maintaining and updating hardcopies of files relating to Trivandrum DC such as employee files, labour registers, asset register, vendor contracts, rent agreements etc.
- Investment proof collection, verification and sending the same to Head Office.
- Timely reviewing and executing vendor contracts such as rent, housekeeping, AMC, travel, security services etc.

#### Secondary Functions

- Attendance and leave tracking and sending out the report to HQ daily.
- Sourcing/recruiting candidates, joining formalities, induction etc.
- Initiating and arranging general meetings and team meetings.
- Local purchase and making sure that there are adequate office supplies.
- General office maintenance, supervising front office security and housekeeping staff.
- Arranging hotel accommodation, travel, ticket booking etc.

Financial Analyst (*financial management service*)  
RR Donnelley, Technopark, Trivandrum.  
March 2008 to May 2012.

- AR and AP, cash applications and posting entries in ERP/Sage MAS 500 software.
- Application entries of US life insurance, such as LTCs, Annuities, Disabilities etc.
- First stage underwriting process of different insurance carriers in US.
- Updating process flow charts and standard operating procedure documents.
- Reconciliation using vlookup and pivot table.
- Experience in medical transcription.
- Excellent typing skills.

#### Academic Credentials

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- Master of Commerce from Kerala University.
- Bachelor of Law from SV University, AP.