

	<i>VIJITH PANNIKOTT PUTHENVEETIL</i> <hr/> vijithp666@gmail.com Mobile : - +91 9746667224 +91 8075684008 Skype id : vijithp1
--	---

Objective

Seeking a challenging position in a progressive organization with an aim to contribute positively towards the objectives of the organization to the best of my capabilities and provide a blend of intellect, hard work, creativity, teamwork and knowledge to achieve professional growth.

Strengths

Commitment
Leadership Qualities
Analytical Skills
Adaptability

Career Highlights

2019 March to Till Date

Working as *Manager - Finance at Cindrebay Institute of Designs Private Limited.*

2018 August - 2019 January

Worked as *Manager - Finance at SITCO LLC, Muscat, Sultanate Of Oman.*

2014 March - 2018 July

Worked as *General Manager - Finance & Admin at Good Earth Homes / GAIA Properties and Infrastructures (Pvt.) Ltd.*

2013- 2014

Worked at *Malabar Institute of Medical Sciences (MIMS) as Senior accountant.*

2012

Worked at *GP Ramachandran Associates Chartered Accountants as Audit Assistant.*

2008-2011

Three years of **Articleship** training under the Regulations of The Institute of Chartered Accountants of India with *M/s Mohan & Mohan Associates Chartered Accountants, Kochi, Kerala.*

Experience includes:

Working Experience as Finance Manager in Real Estate, Educational Institutions, Trading & Manufacturing entities.

Preparing Balance Sheet & Profit Loss Account

Internal Audit Compliance

Finalization of Final Accounts

Statutory Audit compliances

MIS Reporting to Directors

Co-ordinator of Implementation of **Farvision ERP Software**.

Managing Finance.

Handling Banking Issue.

Handling Compliance for Audit.

Service Tax, VAT & GST Compliances.

Preparation of planning and strategic documents for audit and other engagements and assessment of business and audit risks attached therewith

Understanding of business processes, identification of key risks and evaluation of controls in

Performance of walk-through procedures and conducting detailed testing in order to evaluate the efficiency, effectiveness and economy of the internal controls.

Management and review of the work performed by other staff members

Monthly income tax compliance and reporting

Monthly Sales Tax Return Filing and compliances

Managing Accounts(General ledger/Financial Reporting, Regional Reporting)

Corporate Compliance & Follows -up of Corporate Matters with Consultants.

ROC compliances

Internal Controls checking and Implementation.

Office Administrative Duties.

Performing bank audits of **Federal bank, Canara bank** etc.

Executing internal and concurrent audits of various organizations like Popular Sales and Services (P) Ltd, National Rural Health Mission, Kerala State Inland Navigation Corporation Ltd, Federal bank, Allahabad bank, Syndicate bank etc.

Executing internal audit of manufacturing concerns like **Kottakkal Arya Vaidya Sala**

Statutory and tax audits of public sector undertakings like Kerala Handloom Development Corporation, Steel Complex Ltd. etc.

Statutory audit of government funds like Member of Parliament- Local Area Development Fund etc.

Statutory audit of welfare boards like Kerala Headload Workers Welfare Board

Statutory audit of construction companies like Seiken Properties (P) Ltd., Pentagon Builders etc.

Also handled income tax and accounts related works for clients like Heera Constructions (P) Ltd., Sweans Technology Inc. etc.

Responsibilities included:-

ROC compliances

Service Tax, VAT & GST Compliances.

MIS Reporting

Providing Consultancy services to clients.

Verification of Statutory payments and Statutory Returns.

Year end activities including journals, accruals & ledger scrutiny.

Preparation and Finalization of Financial Statements of Companies in compliance of applicable statutes such as Accounting Standards, income Tax Laws, Companies Act etc

Filing IT return & ROC return of Companies.

Preparation and Finalization of Auditor's Report.

Computation of Income Tax liability and Tax payable of Individual and companies.

E filling of TDS, Service tax etc.

Vat Audit under KVAT.

Preparation and finalization of Tax Audit Report.

Filing return of income of Individuals, Firm, HUF Etc.

Checking & Establishment of internal control system.

Physical stock taking and valuation as on the year end in accordance with Accounting Standard issued by ICAI.

Academic Track

Course	Year	Marks	Institute/University/Board
Chartered Accountancy-Final	Doing	Doing	Institute of Chartered Accountants of India
Chartered Accountancy-Inter	2008	50%	Institute of Chartered Accountants of India
B. Com	2006	66%	University of Calicut
Higher Secondary (12th)	2003	66%	Board of Public Examination, Kerala Govt.
S.S.L.C	2001	86%	Board of Public Examination, Kerala Govt.

Computer Proficiency

Holder of a certificate of job oriented computer training program in office management with financial accounting (**Tally**, **MS office**, **Windows** etc.) from STED Project, Government of Kerala.
Completed computer training course of the Institute of Chartered Accountants of India
Implementation Manager of Farvision ERP software at Good Earth

Hobbies

Travelling
Driving
Reading
Listening music
Playing cricket and chess

Languages Known

English, Hindi, Malayalam and Tamil

References

References can be provided upon demand.

Personal Information

Date of Birth : 30th May 1986;
Gender : Male;
Marital Status : Married;
Nationality : Indian;
Passport No : H2830533
Permanent Address : 'Rachana', Housing Colony, Vaiparappady, Manjeri-676121
Malappuram (Dt), Kerala, India.

I hereby declare that all information given above are true, complete and correct to the best of my knowledge and belief.

VIJITH PANNIKOTT PUTHENVEETIL