

Jayendran M

Commerce Graduate
With 19 Years Of
Experience In The Field
Of Accounts, Finance
And Taxation

Contact

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Skills

Finance And Accounting
Operations

Budgeting And Variance
Report

Managerial finance

Finance reporting

Statutory Compliance

Software

Tally ERP, SAP B1, Quick
Books, IndusXL, MS Office

Commerce graduate with 19 years of experience in the field of Accounts, Finance, Taxation/ Administration. Ability in streamlining systems and procedures for enhancing smooth operations. Knowledgeable about regulatory requirements and successful strategies for maintaining optimal controls. Well-organized, proactive and adaptable to dynamic conditions.

Work History

March 2013-
Feb. 2020.

Manager Finance & Accounts

MobME Wireless Solutions Ltd, Ernakulam, Kerala

- MOBME is a young and vibrant Mobile Internet company with a track record of providing Value Added Services for Mobile Phone users and Carrier Grade Solutions for Telecom Operators since 2006. MOBME is a leading player in providing M-Governance Solutions in India & our implementation in Kerala was recently recognized by World Bank as one of the Best Practices globally. MOBME is also the first telecom mobile value-added services company to have a full-fledged R&D facility certified by the Department of Scientific & Industrial Research, Government of India.

Responsibilities:

- Finalisation of Accounts.
- Liaisoning with banks, Provident Fund Office, Commercial Tax and Income Tax Departments & Service Tax Department.
- Preparation and filing of returns of IT, TDS, PF, KVAT/GST and Service Tax.
- Ledger Scrutiny.
- Ensure statutory compliances of the Company.
- Various MIS Reports to the Management and Board of Directors.
- Assisting to the Internal and Statutory Auditors for preparing the Financial Reports.

Languages

English, Hindi, Malayalam

Personal Details

Date of Birth - 20-May-1976

Marital Status – Married

June 2011-
Feb. 2013.

- Project Manager for the implementation of SAP B1.
- Review of all agreements entered into between the Clients & the Company as a part of invoicing, processing of payment collection and statutory compliances.
- Prepared budgets, cash flow projections, cost analysis and monthly, quarterly and annual reports.
- Audited, balanced and reconciled Tax Calculations for more than 100 personnel.

Asst. Manager Finance & Accounts

Faith Infotech India Pvt. Ltd., Technopark, Kerala

- FAITH INFOTECH Academy for Professional Advancement was established through a mandate of Technopark to set up an IT Finishing School at India's largest IT Park. The Academy's mandate is to meet the Technical Training and Resourcing needs of IT Companies as well as individuals who aspire for a career in IT. The Academy provides the ideal learning destination for candidates from all over the world to hone their IT skills in refreshing and invigorating environment of Technopark, rated as Asia's largest and World's greenest IT Park.
- **Responsibilities:**
- Overall Maintenance of Books of Accounts and Finalisation of Accounts.
- Liaisoning with banks, Provident Fund Office, Sales Tax, Income Tax Department & Service Tax Department.
- Preparation and filing of monthly return of TDS and Service Tax.
- Analysis of Customers / Suppliers accounts.
- Ledger Scrutiny and Ensure statutory compliances of the Company.
- Prepared budgets, cash flow projections, cost analysis and monthly, quarterly and annual reports.
- Audited, balanced and reconciled Tax Calculations for more than 30 personnel.
- Maintained excellent attendance record, consistently arriving to work on time.

May 2006 –
Mar. 2011

Asst. Manager Accounts

**Dimensions Corporation India Pvt.Ltd, Technopark,
Kerala**

- Dimensions Group is engaged in IT & IT enabled services, having operational Units in Trivandrum, Cochin, Mumbai & Delhi with employee strength of about 600 personnel. Dimensions Corporation, being holding company, has seven associate/ subsidiary companies in group and has marketing outfits in Middle East.

Responsibilities:

- Overall Maintenance of Books of Accounts and Finalisation of Accounts.
- Liaisoning with banks, Provident Fund Office, Sales Tax, Income Tax Department & Service Tax Department.
- Preparation and filing of monthly return of TDS.
- Analysis of Customers / Suppliers accounts and ensure statutory compliances
- Ensure statutory compliances of Company.
- Review of accounting module of Software developed by Company and provides necessary suggestions.
- Prepared budgets, cash flow projections, cost analysis and monthly, quarterly and annual reports.
- Audited, balanced and reconciled Payroll and Tax Calculations for more than 50 personnel.

Jan. 2000-
April 2006

Audit Clerk

*Lalji & Co., Chartered Accountants,
Thiruvananthapuram, Kerala*

Exposure to:

- Overall Maintenance of Books of Accounts •
- Finalisation of Books of Accounts of the various clients of the firm.
- Preparation of Project Reports and Financial Statements
- Statutory Audit of Banks.

- Liaise with Government Agencies such as Income Tax Department (TDS, FBT), MCA related works, Sales Tax Department etc and Banks for the various clients of the firm.
- Reviewed and submitted accounting paperwork such as vouchers, invoices and statements with high accuracy.
- Received daily reports and supporting documentation for routine audits and promptly reported any discrepancies for further review.
- Investigated daily expenses and compared to expected expenditures to help identify discrepancies and fraud.
- Work Experience in Accounting Packages such as Tally and IndusXL
- Work Experience in Windows 98, XP, Office 2000, Office XP.

Education

1994-Jan.-
1997-Mar.

B.Com (Accounting)

Kerala University - Trivandrum, Kerala

1998-Apr. -
1998-Sep.

B.Com (Cooperation)

Kerala University - Trivandrum, Kerala

1999-Apr. -
1999-Dec.

Post Graduate Diploma: Computer Application

Indira Gandhi Educational Foundation