**Kusumam T V**

**NRA B3, TC-31/1640**

**Opp Kudapanakkunnu Village office**

**Peroorkada, Trivandrum 695005**

**Contact Telephone No. 919738451680**

**E-mail : nishakusum@yahoo.com**

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**Education & work experience**

· Bachelor in Commerce (B.Com)   
· Completed Senior English Typewriting  
· Good working knowledge of Computers   
· Familiar with Financial accounting package - Tally ERP.

. Total work experience –30 years

**Present Position**

**Finance and Admin Manager**

**From September 2005 to till 31.08.2020**

Working as Finance Manager / Accounts Manager with Gridline Technologies. Company engaged in System Integration.

Reporting directly to CEO

My job involves

· Fully in charge of Accounts & Administration Department  
· Maintaining of day to day book of accounts  
· Preparing of tax Audit Statements  
· Preparation of payroll, interacting with staff, their appraisal.  
· Preparation of monthly/ half yearly budget  
· Can handle all the company related matters like incorporation  
 of company at ROC, Income tax, Service tax matters independently  
· Attending Board of Directors meeting, preparing of notices, minutes of the  
 meeting and maintaining records of the same  
· Interacting with legal advisors for preparation of software and  
 other legal matters of the company  
· Preparing of invoices for Software Development with details of work involved  
· Was reporting directly to CEO

**Prior Work Experience (total 14+ years )  
  
1. Accountant**  
From April 1990 to August 1992  
**Halogona Radiators Pvt. Ltd.,**  
  
 The company is engaged in manufacture, Selling & Distribution of Radiators   
· Maintenance of Books of Accounts like General ledger, Cash & Bank book, Suppliers

Ledger, Debtors Ledger  
· Handling Petty cash, Bank Payments, Bank Reconciliation statements & others  
· Keeping track of Purchase order, Payment approval for Purchases  
· Maintenance of Employee Records, Pay roll, Filing of Returns with ESI, Pf, and

profession Tax  
· Maintenance of Excise records like RT 12, PLA, RG 23, Modvat records etc.  
· Handling matters connected with Sales Tax like filing of Monthly returns, Yearly

returns.

**2. Audit Assistant**  
From September 1992 to Nov. 1994  
**M/s K.T. Thomas & Company, Kerala**  
  
The company used to handle mainly Statutory & Internal Audit of Nationalized Banks  
· I was mainly involved assisting my seniors in Audits.  
· My other responsibilities are Auditing, Vouching & preparation of Trial Balance, Balance Sheet P&L a/c for other clients.

**3. Accountant**  
From March 1995 to November 1996 **Batliboi Engineers Bangalore Ltd.,**  
  
 This company is engaged in Marketing of Home appliances, Industrial Pumps,

Generators and others.  
· Maintenance of Books of Accounts like General ledger, cash & Bank book, Suppliers

Ledger  
· Suppliers Ledger Reconciliation, Inter Branch Transactions, Inter Branch

Reconciliation  
· Scrutiny of Traveling Expenses Bill, processing for payments.,  
· Preparation of Trial Balance, Final Accounts, Tax Audit Reports

**4. Finance Specialist / Outsourcing Manager  
From June 1997 to August 2004**

Worked as ‘Finance Specialist / Outsourcing Manager’ with Spore Consultancy Services Pvt Ltd, engaged in Recruitment, Consultant, Training and Software Development. The company also outsources the accounting and operation work (BPO) of their Singapore office that is recruiting IT personal to most of the Government Client at Singapore.

Reporting directly to the Client.

**Singapore Accounting and operation work :**

My job involves

· Preparation of Invoices, Credit notes monthly  
· Monthly cash flow and forecasted cash flow statements.  
· Contract Staff payroll.  
· Contract staff annual and medical leaves, medical claim details.  
· Maintaining of day to day accounts  
· Reconciliation of all the accounts  
· Interacting with auditors and client’s clients

· Handling company related matters at RCB thru net  
· Finalization and presenting to the board

. Preparing Tax forms to Contract Staff / permanent staff yearly  
· Preparing of letters for contract staff as per their request.

**Bangalore Accounting and Administration**  
 My job involves

· Fully in charge of Accounts & Administration Department  
· Maintaining of day to day book of accounts  
· Preparing of tax Audit Statements  
· Sending monthly reports to head office at Singapore  
· Preparation of monthly/ half yearly budget and sending to Singapore.  
· Can handle all the company related matters like incorporation  
 of company at ROC, Income tax, Service tax matters independently  
· Attending Board of Directors meeting, preparing of notices, minutes of the  
 meeting and maintaining records of the same  
· Interacting with legal advisors for preparation of software and  
 other legal matters of the company  
· Preparing of invoices for Software Development with details of work involved  
· Was reporting directly to the G.M. and CEO

**Personal Data**  
  
Date of Birth : 28th May 1968

Marital Status : Married  
Languages Known :to speak, read and write : English, Hindi, Malayalam, Kannada

**Kusumam**