**SANTHOSH KUMAR P.S . **

***Contact- 98479 11211***

***e-mail:*** [***santhosh11211@gmail.com***](mailto:santhosh11211@gmail.com)

***Academic details***

* **BCom-Accounting (Kerala University).**
* ***CA Articleship completed***

**C A article ship completed in 2002 and having experience of 17 years in administration and accounts finance department of different industries.**

***Present Employment***

* **Accounts-Admin Officer- Mohandas college of Engineering and Technology,Thiruvananthapuram since2016.**

**Job profile: Handling of accounting of all divisions and monitoring of daily operations, Administration and HR. Taking care of internal audit system and statutory payments of the institution.**

***Previous Employment***

**2. WALLSTREET FINANCE LIMITED-ADII SPICEMONEY**

NBFC under Authorised dealer category with Foreign exchange, Money remittance, Money Transfer corporate-administrative office based at Mumbai.

(From November, 2005 to October, 2014)

***Profile History***

* ***Regional Accountant*** 
  + - * Handled ***Accounts, Finance, Audit*** departments of NBFC.
      * Preparation and Analysis of ***Trading and Manufacturing a/c, Profit and Loss A/c, Balance Sheet, Compliance*** reports .
      * ***Maintenance of E- TDS Returns*** & Submission to tax authorities on a quarterly basis.
      * Preparation MIS Reports Deduction of Tax at Source pertaining to ***professional Tax & services tax.***
      * Ageing, Analysis and control of ***Debtors*** and ***Creditors*** position.
      * Online remittance of ***EPF and ESIC Contributions***
* ***Manager-operations***
  + - * Frontline co-ordination for ***Administrative*** functions and ***Customers Grievences***
      * ***Administartive functions of Network Branches***
      * *Preparation RBI Reports of* ***Foreign Exchange***transactions as part of compliance policy.
      * Daily operational activities of south Indian branches.
      * Quoting rates for ***WHOLESALE , RETAIL FOREX deals.Settlement of TCDC forex cards*** *,****TT****with Treasury*

*Responsible for****:***

* + All operational activities pertain with accounts/finance as a role of **R*egional co-ordinator for*** ***15branches*** of South India.
  + Reporting of monthly, quarterly and ***annual accounts*** to the Corporate.
  + Co-ordination with ***internal and external auditors***.
  + Ensuring sufficient feedback from branches inspected on all activities.
  + Preparing ***Sales Report*** & ***Consultant Performance*** of Daily bases.
  + Maintaining and ***controlling bank balances*** and ***Bank Reconciliation***.
  + ***Liasioning*** with bank and with various group divisions.
  + Keeping records of vouchers and processing for booking to accounts  
    MIS Report.
  + Preparing ***RTGS, NEFT, Stop Payment and Fund Transfer Letter***.
  + Preparation of ***Bank Reconciliation Reports, interest calculations, cash accounts, foreign currency transactions,*** etc.
  + Responsible for payment and management of all taxation such as TDS, Service Tax, PF, Professional Tax, ESI, Sales Tax etc.
  + Maintenance of ***Stock Registers, Value movement register***.
  + Control and verification on General ledger posting, passing journals.
    1. **M/s Jayakumar Associates,**

**Chartered Accountant Sasthamangalam, Trivandrum- Audit Manager**

**From Aug 1999 to May 2002 CA Article ship**

**From June 2002 to Nov 2005 Audit Manager**

Responsible for:

* + Vouching, General ledger Maintenance, Stock Valuation
  + Concurrent audit for nationalised banks.
  + Preparation of statutory compliance reports, co-ordination with various auditors and consultants, Quarterly and Annual Corporation reports.
  + Record day to day financial transactions and complete the posting process.
  + Verify that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger
  + Maintains of Service Tax & TDS Excel Details

***Areas of Expertise***

* Accounting Package
* ***TALLY ERP Peach Tree Online Forex ERP***
* Preparation and Analysis of
  + - * Cash Flow Statements
      * Daily, Weekly, Monthly MIS reports and Financial Statements
      * Bank Reconciliations, Vendors/ distributors/ retailers Reconciliations.
* Online Remittance
  + - * Fileing of E- returns of ***VAT, INCOME TAX, SERVICE TAX***
      * ***EPF and ESIC***
* Maintaining Records

***Inventory records,***

***Fixed assets register***

***Advance Register***

* Operational activities
  + - * ***Sale & Purchase of Foreign*** Currencies***, Traveller’s Cheque, Travel Cards, SWIFT remittance and fund management.***
      * ***Fund Management of money remittance***

***Cash Management***

**Training**

* Foreign Exchange operations conducted by RBI
* Software Training obtained from Canara Bank Institute of Information Technology MS OFFICE,TALLY
* NATIONAL CADET CORPOS (NCC) Passed A level certificate at school level

**Computer Literacy**

MS OFFICE, TALLY ERP, ONLINE FX ERP

**Personal**

Religion,Caste Hindu ,Nair

Permanent Address “Nirmala Bhavan,

Koothakkode, Moongode P.O

Peyad Via , Thiruvananthapuram-695573

**Declaration**

The above mentioned details pertaining to myself is correct and true on till date.

Santhosh Kumar.P.S.