

Subhash L J

Accounts and Admin Executive

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Date of Birth: 24.02.1993

Address: S/o Jagadeesh, Lakani Village, Kodlipete (H & P), Somawarpete Taluk, Kodagu-571231

Career Objective

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

Career Summary

Accounts and Admin Executive a detail oriented professional with excellent knowledge of accounts possesses rich experience of 3+ years of experience in financial planning, analysis and accounting principles GAAP. Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization. Innovator with creative skills and experiences to improve overall business processes.

Personal Qualities

- Strong analytical and problem solving skills.
- Excellent communication skills Both in verbal and writing
- Good analytical skills
- Keen observer
- Smart working ability
- Multitasked
- Highly trustworthy, discreet and ethical.
- Time Management
- Adaptability
- Team Work

Work Experience

Accounts and Admin Executive, Since 2016 June to till date at Quantum Power Systems, Accounts and Admin Department.

About Company:

QuantumAeon Embedded Systems is a division of the flagship QUANTUM POWER SYSTEMS, incorporated in the year 1994 which is engaged in manufacturing of Hand held terminals.

With Head Office, R&D, Production center and Service centers located at Bangalore. An ISO 9001:2015 certified organization with a 130 strong dedicated executives and leadership, QuantumAeon has achieved the No 1 position in BUS TICKETING MACHINE business in India. Not only achieving the No.1 position, but also retained the position for the last three years consecutively.

Key Responsibilities Handled

- Assigning entries to proper accounts
- Handling ledger accounts and keeping the check for any invoices or payments
- Responsible for maintaining accounting ledgers and performed account reconciliation.
- Maintaining the status of Funds.
- Preparation of MIS report.
- Processing accounting transactions.
- Responsible for expenditure and collection transactions.

- Researching problems and processed corrected payments.
- Maintaining records of payment information.
- Managing vendor accounts, generating weekly on demand cheques.
- Carrying out various banking functions like loans, online banking etc
- Preparation of outstanding reports like debtors, creditors etc
- ESI and PF monthly, annual calculation and filling of return (Including all activities of ESI and PF)
- Professional Tax Payment and Return.
- Sales Handling (Invoices, Quotations, Proforma Invoices)
- Receivable (Receipts against sales) and payable.
- Bank Reconciliations on daily basis
- Calculation of GSTR1,GSTR2 and GSTR 3B and GST return.
- TDS Calculation and Payment for both employee and vendors.
- Handling payroll of 130+employees’.
- Maintaining track record of company’s expenses.
- Assisting in carrying out company’s internal audit.
- Avoiding outstanding expenses and managing the petty cash
- Studying the reports given by auditors and CA and submitting them to the management
- Maintaining and examining the records of government agencies.
- Assisting in carrying out company’s internal audit.
- Active Internal Auditor of ISO 9001:2015 process.

Technical Skills

- Advance and well versed knowledge of MS office (MS Word, MS Excel, MS PowerPoint), LibreOffice.
- Experienced in working on Tally ERP 9 complied with latest Tally 6.0 (GST)
- Internet Savvy
- GST.TDS,PF,ESI,PT

Certification

- Certification in Tally ERP 9 and Computer Basic Certificate with “A” Grade.

Academic/ Education

- **University of Mysore, M.Com in Taxation at N D R K Collage, Hassan.**
 - June 2013 – July 2015
 - CGPA (*Cumulative Grade Points Average*) 7.10
- **University of Mysore, B.com**
 - July 2010 – June 2013
 - CGPA (*Cumulative Grade Points Average*) 7.2

Hobbies

- Internet surfing
- Listening Music
- Watching best Videos of world in YouTube
- Interest in Sports

Declaration

I hereby declare that above information is true to the best of my knowledge.

Subhash LJ

Date:

Place: