

K. SELVARAJ

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In pursuit of opportunities in the field of: ~ Finance & Accounts ~ Taxation ~ Banking

SUMMARY

- ⇒ CWA with over 20years of experience in Finance & Accounts, Taxation and Banking Operations.
- ⇒ Currently working for **Sieger Spintech Equipments Private Limited**
- ⇒ Proficient in monitoring preparation of statutory books of accounts, banking activities and consolidated reports in compliance with time & accuracy norms.
- ⇒ Excellent interpersonal skills with problem solving and analytical abilities.

CAREER PROGRESSION

Since Jan 2024	Sieger Spintech Equipments Private Limited (Manufacturer of Textile Machines, Car parking slot & Automatic storage system)	Sr/Manager-Accounts
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- ⇒ Managing a team of 5 people in various accounting activities
- ⇒ Responsible for preparation of monthly financial statement
- ⇒ Responsible for submitting various MIS reports required by the management
- ⇒ Liaison with statutory auditors for completion of statutory audits, banks etc
- ⇒ Responsible for LC's and bank guarantee and other bills collections
- ⇒ Responsible for all accounts function till finalization of accounts
- ⇒ Managing accounts payable & accounts receivable
- ⇒ Responsible for TDS, Income tax, ROC & cost audit filing
- ⇒ Responsible for export documents and export LC bills collection
- ⇒ Managing fixed deposits and mutual funds maintained with banks and mutual funds
- ⇒ Licencing works like RCMC renewal, status holder certificate etc

July 2014-Jan 2024 The Arya Vaidya Pharmacy (CBE) Ltd (One of the leading Ayurvedic Medicine Manufacturer)	Manager-Accounts & Finance
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- ⇒ Managing a team of 13 people in various accounting & Finance activities
- ⇒ Responsible for the overall accounting operations of the organisation having 2 Manufacturing Facilities, 6 treatment centers, 40+ Branches.
- ⇒ Responsible for preparation of monthly financial statements and submit to the management.
- ⇒ Responsible for all finance functions including accounts payable, planning the payments based on availability of funds, preparation of weekly cash flow statements and cash budget etc
- ⇒ Preparation & release of quarterly financial statement and annual financial statement for submission to Board of Directors
- ⇒ Managing cash credit facilities and term loan facilities with bank and providing stock statement and other documents to bank required for maintaining bank limit

- ⇒ MIS reports on financial position, working capital.
- ⇒ Annual Budgeting exercise of the organization. Budgets established at cost centre level.
- ⇒ Statutory compliances relating to TDS, Income tax
- ⇒ Liaison with statutory auditors for completion of statutory audits, internal auditors, banks etc
- ⇒ Preparation and presentation of MIS of profitability of branches and various business units
- ⇒ Responsible for all accounting and finance activities till finalization of accounts

Oct 2012 -Oct 2013	Astral Consulting Ltd.,	Head-General ledger
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- ⇒ Onsite to client office **Ms.Gilbarco veeder Root India Pvt Ltd.**

Current Role

- ⇒ Supervising a team of eight members in various accounting functions
- ⇒ Assisting in finalization work like preparation of schedules and Annexures for tax audit
- ⇒ Scrutinizing & reviewing of the general ledger periodically
- ⇒ Responsible for sending various monthly MIS reports
- ⇒ Preparation of schedules for monthly reports-trail balance
- ⇒ Making of monthly accrual entries
- ⇒ Assisting in monthly closure of financials.
- ⇒ Responsible for EOU unit in the client office-preparation of monthly TB, depreciation workings etc
- ⇒ Responsible for Import-Supervising accounting staff in booking of invoices, payment of duties,etc
- ⇒ Responsible for taking CENVAT credit and reconciling the clearing accounts like CENVAT, Customs, GRIR etc
- ⇒ Reviewing of accounts periodically and sending reports.

May'2005-October 2012	India Trimmings Pvt. Ltd., Coimbatore	Assistant Manager-Accounts
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Role Performed:

- ⇒ Handling **overall accounting operations** in the organisation. Supervising accounting staff responsible for accounting of general journal/ purchase journal, passing bank entries and handling petty cash & day book.
- ⇒ Facilitating filing of TDS, Service Tax, Sales Tax and Income Tax Returns on periodical basis.
- ⇒ Executing CST Refund papers & Excise Duty Claims with Madras Export Processing Zone, VAT & Service Tax Refund done.
- ⇒ Looking after reconciliation activities like multiple bank account reconciliation, intercompany reconciliation, etc.
- ⇒ Preparing monthly financial statements and annual financial statements for Statutory and TAX Audit.
- ⇒ Carrying out finalization work for tax audit & statutory audit purpose.
- ⇒ Conducting periodic review on financial reports.
- ⇒ Managing maintenance of CENVAT credit register and scrutinizing of general ledger.

Key Highlights:

- ⇒ Effectively handled processing of vendor payments, maintaining correspondence with the Suppliers and Banks.
- ⇒ Looked after payroll for staff.
- ⇒ Handled issuance of Statutory Forms like C Form, Form 16, Form 16A, etc.
- ⇒ Handled Sales tax assessment effectively.

Jul'2003 – Apr'2005

**Yoganandh & Ram, Location
(Chartered Accountant)**

Audit Assistant

Key Highlights:

- ⇒ Handled internal audit of working papers, concurrent audit of Banks & statutory audit of Banks.

SCHOLASTICS

- ⇒ **CWA** from Institute of Cost & Works Accountants of India (ICWAI) in 2011.
 - Acquired knowledge of subjects like Cost Accounting ,Management Accounting, Financial Accounting, Direct Tax Laws and Indirect Tax Laws.
- ⇒ **M.Com.** from CBM College, Bharathiyar University, Coimbatore in 2003.
- ⇒ **B.Com.** from CBM College, Bharathiyar University, Coimbatore in 2001.

COMPUTER SKILLS

- ⇒ Well versed with Tally ,SAP,MS Office.

PERSONAL PROFILE

Date of Birth: 10th September 1979

Languages Known: English and Tamil

Address 62 VIP Nagar,2nd street, Vilankurichi Road, Coimbatore-641035