

# UNNIKANNAN.B

ASSISTANT MANAGER FINANCE



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Palakkad, Kerala - 678101

## PROFESSIONAL OVERVIEW

Experienced Assistant Manager in Finance and Accounts with a strong foundation in finance management and effective team leadership. Proficient in optimizing financial processes and providing detailed financial analysis to support strategic business decisions. Demonstrated expertise in budget management and financial reporting, driving organizational success.

## WORK EXPERIENCE

### Assistant Manager Finance – Walkaroo International PVT LTD

Coimbatore | 2023 May – Present

- Leading general accounting team to proper accounting as per GAAP adhere to statutory norms and preparing data for statutory filings.
- Leading asset management team of 13 manufacturing units and 20 warehouses by proper physical verification and accounting to match with register.
- Preparing MIS reports monthly and arrange team meetings for presentation and analysis.
- Coordinating Auditing and preparation of final accounts, reconciliation ledgers (liability, provisions, debtors, creditors, statutory).
- Preparing Vendor Payment plan on daily basis and preparing monthly budget.
- Taking care of master data management for creating and updating ledgers and codes as well as identifying technical errors by assisting with IT team for rectification.
- Taking care of data base management system for keeping soft copy of all vouchers (auditing purpose).
- Coordinating other departments with finance for smooth functioning and problem solving.

### Accounts Manager – Thanimma group of Concerns

Palakkad | 2019 July - 2023 April

- Company Overview: (Manufacturing)
- Leading 7 manufacturing units accounting team.
- Preparing final accounts and MIS reports all over the group.
- GST returns filing – GSTR1, GSTR3B, GSTR9, GSTR9C, Taking care of notices and appeals.
- TDS & TCS challan payments and preparing data for filing.
- Bank Reconciliation Statement, Bills Payables, Bills Receivables, Stock Management.
- Availing legal license – Local body, GST Registration, Pollution Control Board, factories & Boilers, Udyam Registration, Legal Metrology.

## AREA OF INTEREST

- Accounting
- Finance & Taxation
- Statutory Audit
- Asset Management
- MIS Preparation, Presentation & Analysis
- Stock Management
- Payables and Receivables
- Ledger Reconciliations
- Dealing with Payroll, PF&ESI

## SKILLS

- SAP S4 HANA
- SAP ECC
- Tally PRIME
- Tally ERP 9
- Quick Books
- Microsoft Office
- Super procure (Transport Management)  
DBMS
- Teamwork
- Critical thinking
- Time management
- Leadership
- Adaptability

## EDUCATION

**Master's degree – MBA – Finance**  
**IGNOU (Pursuing) 2024**

**Bachelor's degree – BCOM (CA)**  
Sree Narayana Guru College,  
2013 – Bharathiya University  
GPA – 7.0

**Higher Secondary - Commerce**  
HSE Kerala - GHSS Chittur - 2010  
GPA – 7.7

- Market Research & Analysis, Managing customer relationship, production planning, Sales coordinating, Quality check, Event Management.

### **Senior Accountant - SAVUTE TEXTILES PVT LTD**

Kanjikode | 2017 December – 2019 July

- Company Overview: (Manufacturing)
- Accounting of transactions and reconciliation of ledgers, Bank reconciliation statement.
- Filing of returns - ESIC, PF, GST, TDS challan payments.
- Dealing with bank transactions, Cheque discounting, Invoice discounting.
- Export documentation, Letter of credit, Stock reconciliation.

### **Manager Accounts - Lifetree Agro Foods**

Kanjikode | 2015 November – 2017 November

- Company Overview: (Manufacturing)
- Accounting of invoices, Ledger reconciliations, Bank reconciliations.
- GST return filing, Preparing final accounts, Stock management.
- Payroll processing, Production planning, Quality check
- Event management (Working Environment)
- Bills Payables & Bills Receivables.
- Availing legal licenses and renewal.

### **Senior Accountant – Lazza Ice-creams PVT LTD**

Ernakulam | 2013 May – 2015 November

- Company Overview: (Manufacturing)
- Sales invoice processing, taking care of collection cash and petty cash.
- Taking care of bank transactions, Customer and supplier ledger reconciliations, Bank Reconciliation Statement.
- Bills payables and bills receivables, accounting of transactions.
- Return filing of VAT, ESIC, PF, Central Excise, Internal audit.

## **DISCLAIMER**

I solemnly declare that the above furnished information given by me is true to the best of my knowledge, information and belief and if given an opportunity I promise to serve your esteemed organization to the best of my ability.

### **SSLC - 2008**

Padasala Sanskrit High School  
GPA – 8.4

## **LANGUAGES**

- ☒ Malayalam
- ☒ English
- ☒ Hindi
- ☒ Tamil

## **PERSONAL DETAILS**

Date of Birth: 17/12/1992  
Gender: Male  
Nationality: Indian  
Marital Status: Married

## **HOBBIES**

Playing Football, Cricket  
Listening to Music

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