

# SASIKUMAR

## Accounts and Finance Manager

9488772950  
Coimbatore

sasikumar.skm1995@gmail.com



## SUMMARY

Having good experience in Auditing and Accounting, willing to work in a company by applying my knowledge and skills for the development of that company and being a part of the success of the Company.

## EXPERIENCE

### Accounts and Finance Manager

#### CEEZET ELECTRONICS PRIVATE LIMITED

06/2023 - Present Coimbatore, Tamilnadu, India  
Import and Manufacturing of LED TV, Interactive panel

- TDS: monthly payment, quarterly returns
- GST Returns Month and Annual
- Finalization of Accounts
- Attending the sale tax, income tax hiring, and report preparation
- Preparing and maintaining statutory books of accounts, audits, and reconciliations of account receivables and payables
- Identifying accounting and auditing issues
- Presenting audit reports clearly highlight key audit recommendations to management
- Complete assigned audits, address all audit objectives, and monitor and report on audit progress
- Collecting financial data and preparing a profit and loss and balance sheet on a monthly basis and an analysis report
- Prepare sales analysis reports and MIS reports
- Preparation of cash flow and fund flow statements monthly
- Import (bill of landing to container at factory)

### Assistant Accounts and Finance Manager

#### SELVAMALIGAI

07/2021 - 05/2023 Salem, Tamilnadu, India  
Retail Business of Gold, Diamond, Silver, Platinum

- Preparation of bank reconciliation on a weekly basis
- Preparation of debtors statement on a monthly basis
- E-Filing of TDS, GST Monthly and annual
- Payment, receipt and cash maintains
- Prepare sales analysis report & MIS Report
- Preparation of Profit and Loss and Balance Sheet on Monthly Basis
- Attending the sales tax, Income tax hiring and report preparation
- Book finalization
- Create new internal accounting corporate policies
- Bullion price fixing, melting profit, melting wastage calculation
- Preparation of cash flow and fund flow statement monthly

## EDUCATION

### Master of Business Administration

Bharathiar University

### Bachelor of Commerce

Sri Vasavi College

### Higher Secondary Certificate

Government of Tamil NaduTamil Nadu Arasu

### Secondary School Leaving Certificate

Government of Tamil NaduTamil Nadu Arasu

## SKILLS

MS office (Excel) Word PP

Microsoft Dynamics

Tally ERP 9 and Tally Prime SAP

Busy APX Windows

## TRAINING / COURSES

Typewriting English - Senior Grade

Typewriting English - Junior Grade

## CERTIFICATE AND AWARD

Python

Information Technology Training Course

Orientation Programme

Best Employee Award - 2019

## EXPERIENCE

### Senior Assistant - Internal Audit

#### EMERALD JEWEL INDUSTRY INDIA LTD

06/2019 - 06/2021 Location

Manufacturing of Gold and silver jewelry

- Verification of all vendor's bills before making payments on a day-to-day basis with online and regular side
- Verification of salary, OT, Increment, Arrear, FFS, Food allowance, Deduction for individual units on preaudit basis
- Verification of petty cash voucher for all showrooms
- Verification and E-filing of ESI, EPF and PT
- Verification and E-filing of GST & TDS
- Verification and validation of all purchase orders with company norms
- Verification of P&L for old gold and old silver
- Verification of sales incentives in accordance with the incentive policy approved by the management from time to time
- Verification of bank reconciliation statement
- Verification of Interest paid on CC, WCDL, & Term Loan
- Ledger scrutiny and preparation of internal audit report on a quarterly basis
- Verification of minimum guarantee calculation and GML
- Stock of showroom and general store
- And work effectively as a senior team member by sharing responsibility, providing support and updating HOD on progress

### Article Assistant

#### Yoganandham

05/2015 - 05/2019 Coimbatore, Tamilnadu, India

Yoganandham & Ram LLP is a firm of Chartered Accountants

- Preparation of bank reconciliation on a weekly basis
- Preparation of debtors statement on a monthly basis
- E-Filing of TDS, Sales Tax & Central excise, Service Tax
- LC Document preparation
- Making official letters to various dept
- Payments, receipts and cash maintained
- Preparation of fund flow and cash statement
- Prepare sales analysis report and MIS report
- Preparation PowerPoint for meeting
- Preparation of Profit and Loss and Balance sheet on a monthly basis

## Personal Details

Father's Name : Mr.D.Jaganathan

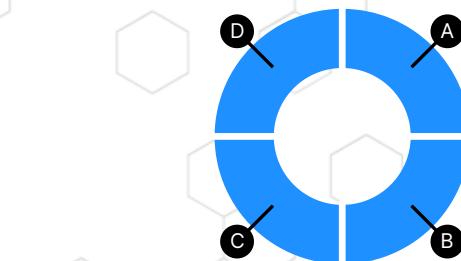
DOB : 25/05/1995

Gender : Male

Religion : Hindu

Nationality : Indian

## MY TIME



A Learning

B Development

C Review of activity

D Health and happy

## LANGUAGES

### Tamil

Native



### English

Intermediate

