

PRABHA PARAMASIVAM

TEAM MANAGER - FINANCE & ACCOUNTS

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Profile Summary

- 9+ years' experience in the finance domain working experience with Tally prime and QuickBooks.
- A vibrant performance-driven professional with strong knowledge of managing a complete financial track with a team of diverse consultants with a common understanding across the modules, as well as ensuring a global view of business operations.
- Responsible for financial reporting, helping the business to achieve its financial objectives through accurate and timely analysis and validation of financial results.
- Work experience in General Ledger, Payables, Receivables, Cash Management, Asset Management, Expense Management, and Budgetary Control Modules.

Experience

Experience	Overall 9+ years of experience in Finance and Accounts , including 5+ years working with US accounts .
ERP Work Area Covered	Financials - Operational experience of General Ledger, Payables, Receivables, Cash Management, Expense Management, Intercompany Accounting and Budgetary Control, Asset Management, GST, TDS.
Finance and Operations	<ul style="list-style-type: none">• Proficient in Accounting, Reconciliation, and finalization of financial statements, including notes to accounts as per IND AS.• Ability to get into details of accounting behind all accounts and question any anomalies.• Experience in Reconciliations and posting/reviewing various transactions e.g., accruals, provisions, bank statements, inter-company, GST Reconciliation, and Tax Analysis.• Good understanding of core financial processes and internal controls and able to conceptualize and build new processes based on business requirements.• Withholding and GST Monthly and Annual report preparation and submission• Monthly and Yearly Closing, Allocation Journals, Revaluation and Translation, Monthly Depreciation, Module-specific Period Close Activity, Monthly Tax Liability Statement, Cash Flow/Funds Requirement Statements, Monthly and Quarterly Financial Statements, Project Profitability Statements.

Employments

Designation	Company Name	Duration
Team Manager – Finance & Accounts	NobleServe Systems Private Limited - Coimbatore	From Apr'2020 to Present
Accountant	Park Groups Of companies- Coimbatore	From Oct 2017 to Mar 2020
Junior Accountant cum HR	Red Continental - Coimbatore	From Aug 2016 to Sep 2017
Internship	Bull Machines Pvt Ltd - Coimbatore	From Feb 2016 to Jul 2016
Internship	Dhandapani Cement Private Limited- Trichy	From May 2015 to Jun 2015

Work Experience

Designation	Company	Work Areas
Team Manager – Finance & Accounts	NobleServe Systems Private Limited	Software: Tally prime, QuickBooks Work Areas: Accounts Payables, Accounts Receivables, Cash Management, Asset Management, Financial reports, GST and TDS Filing, Finalization of financials.

Projects Summary:

- Financial Analysis, Accounting, and finalization of financial statements, preparation of balance sheet, Income Statement.
- Experience in Financial Reporting, Financial Analysis, and Trial Balance.
- Performs account analysis and financial research to validate results and ensure accurate reporting.
- Preparation and review of cash flow statements for better tracking and control over working capital.
- Responsible for handling GST compliances such as monthly payments, filing returns, matching of credits, refunds, renewal of license, etc.
- Compliance related to foreign remittances - outward and inward.
- Coordinating with the auditor for Statutory Compliances related to MCA - ROC, filing various regulatory forms and annual returns, etc.
- Tax Compliances related to Direct and Indirect Taxation Laws such as TDS, Advance tax. Adhered to monthly/quarterly/yearly compliance relating to Income Tax.
- Ensuring appropriate withholding of taxes, and timely deposit of monthly withholding taxes under various sections of the Income Tax.

- Preparation of monthly/quarterly/annual financial statements.
- Preparation of monthly invoice to client -Export invoice and Domestic invoice.
- Preparation and Analysis of Actual Vs. budgeted expenses and revenue: Analysis of expenses and revenue by looking closely into budgeted and actual numbers.
- Preparing process-wise and client-wise P & L statements on a monthly basis.
- Coordinating with the client for Invoice queries and receivables.
- Handling vendor payment in a timely manner.
- Handling Statutory audit, tax audit, and understanding of IND AS.
- Preparation and review of accounting ratios for better track and control.
- Preparing monthly payroll.
- Creating monthly ESI, PF Challan for payment and handling all statutory payments on a timely manner.

Designation	Company	Areas
Accountant	Park Groups of Companies	ERP: Tally ERP 9 Ares: Financial Statements

Key Result Area:

- Handling critical areas of audit and finalization of financial statements.
- Handling Monthly return filing -GST, TDS.
- TDS/Withholding Compliances and corrections (Online and Offline).
- Cash management, preparing cash flow statements on a monthly basis.
- Preparing monthly Budget.
- Handling GST Return working on a monthly basis and preparing relevant documents for GST refund.
- Coordinating with the vendor for invoices.
- Handling export invoices and domestic invoices, both sales and service invoices.

Designation	Company	Areas
Junior Accountant cum HR	Red Continental - Coimbatore	Area: Bookkeeping, cash management, General Ledger, Interview Scheduling, Payroll.

Key Learning during Internship:

- Maintenance of books of accounts, accounting day-to-day transactions.
- Preparing Monthly budget.
- Preparing monthly Payroll and maintaining employee Attendance
- Handling recruitment.
- Preparing Appointment letter and Experience letter.

- Preparing Expenses report.
- Maintaining Employee records.
- Preparing monthly Bank reconciliation statement.
- Accounting Day to day Transaction, invoices.

Designation	Company	Areas
Internship	Bull Machines Private Limited	Area: HR & Accounting concepts

Key Learning during Internship:

- Assisted to Evaluate the impact of the training and development program on employee job performance.
- Assisted to Identify the perception of the employee on training and development programs.
- Assisted to examine the contribution of training and development programs.
- Assisted in preparation of Client information and Contact details and
- Maintenance of books of accounts, accounting day-to-day transactions.

Professional and Academic Qualifications

- Pursuing CMA
- MBA (HR & Finance) from PPG Business School, Coimbatore in July'2016.
- BBA from Idhaya College for Women's, Kumbakonam in May'2014
- HSC - Govt. School, Andimadam-2011.
- SSLC - Govt. School, Koovathur-2009.

Core Competency

Accounts and Financials & HR: Financial Analysis and Planning Budgeting & Forecasting, Finance Transformation, Business Process Improvement, Taxation, Financial Reporting, Project Profitability, Consolidation, Statutory Compliance, Accounting Standards, GST, TDS, Payroll management, ESI, PF, PT, Salary structure, Indian & US Payroll, AR & AP, Audit Coordination (Internal, Statutory, USCPA firms), MIS reporting and Budgeting.

Accounting Tools: QuickBooks, Tally Prime.

Payroll Tools: ADP, SPINE HRMS.

Other Tools: Microsoft Office.

Date: 04 June 2025

Place: Coimbatore


Prabha Paramasivam