

SRIKANTH THUMMA

(B-TECH, MBA)

ADDRESS: FLAT NO: 702, SAI NAGAR
COLONY NEAR EMMBI INDUSTRIES,
MASAT CT, SILVASSA, DN&H - 396230

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Experience

:

8 Years Professional Experience in the field of Project Implementations, Development of Business, Major HR Activities, Accounts, Finance, Taxation, Administration, Commercial, Accounting, Auditing, Industrial Lesioning, MIS, Reconciliation, Internal Audit, Business Analysis, Vendor Development, ESIC, EPFO, WC, LABOUR, All Government HR& Admin Related Compliance, Logistic, ISO, Import and Export, Security.

Skill & Expertise

:

Preparation of Project Report, Project Finance, Machine, Manpower, Land Lesioning i.e. NA Process, Water Supply, Temporary Connection of Power LT Connection, HT Connection, Explosive License, Pollution Control Lesioning, Factory License, Provident Fund, Employee State Insurance Registration, Workmen Compensation, Sales Tax Registration, VAT Registration, BIS Registration, GST Registration, Security etc.

Very good data analytical skill to control on cost and cost saving.

Heading HR & Administration, in the biggest Solar EPC Power Project Executer M/s Solarsemiconductors India Pvt Ltd.

I. Production, Planning, Marketing, Project:

1. Establishing corporate strategies for achievement of top line & bottom Line targets.
2. Handling business planning, operations & analysis for assessment of revenue potential in business.
3. Ensuring Accomplishments of set business targets.
4. Development of New Product and Business
5. Overall responsibility of plant (Production / Quality / Keeping in Touch with all customers & suppliers.

II. Accounts and Taxation and MIS Related :

1. Ensure on day to day basis all kind of Accounting work (Purchase & Sales), Excise, Purchase & Stores, Dispatches are updated.
2. Ensure and check Vendors and Customers accounts are reconciled.

3. Provide daily / monthly / quarterly / annual MIS to CA/HO and ensure all reporting targets are met.
4. Coordinate with HO for finalization of quarterly / annual Trial Balance.
5. Scrutiny of General Ledger / Party Ledger, Stock Valuation and branch stock & Transit stock reconciliation.
6. Monitoring the day to day accounting activities, including period end entries before the end of the period.
7. Review and ensure corrective action of Internal Audit report in consultation with Unit Head / CFO.
8. Arrangement and compliance of Statutory Auditors for Annual Accounts as per local laws and India
9. Timely settlement of advance to staff and creditors
10. Verification of salary statements and payment thereof
11. Deduction of local taxes as applicable for all payments to suppliers, staff salary etc. as per local rules and regulations and their timely payment without any delay.

III. Finance and Banking Related :

1. Monitor all cash and banking activities; check and provide Cash Flow statements to Corporate Office on daily basis
2. Provide information and assistance for sanction / renewal of term loan and working capital facilities to Corporate Office.
3. Ensure Compliance with sanction letter for term loan and working capital facilities in consultation with Unit Head / CFO and Corporate Office.
4. Coordinate with Corporate Office for funds requirements and remittance as per guidelines of the Central Bank (RBI) in India.
5. Advance Tax Calculation, Payment of Taxes etc

IV. Costing & Estimation

1. Preparation of product wise Cost sheets.
2. Reconciliation of Costing profit/ (loss) with Financial profit/(loss).
3. Preparation & review of annual budget report (product wise) to top management
4. Working on Major Cost items, Overheads, raw material and packing material.

V. Stores and Purchase Related :

1. Coordinate with Purchase for all matters pertaining to Raw Material / Consumables and Stores
2. Control the level of inventories within defined limits
3. Ensure Stores and Purchase procedures stipulated are complied with
4. Ensure all incoming materials and outgoing materials are properly accounted on daily basis
5. Control on Holding Cost and Minimize by Analyse.

VI. Dispatch and Stock and Property Related :

1. Reconcile physical stocks and book stocks on monthly basis and where necessary take corrective action.
2. Ensure dispatch of material as per instructions from marketing department (priority wise).
3. Ensure all Invoices are made correctly for qty, rate and other terms of conditions of sale.

4. Ensure all key equipment / plant and machinery / mould sent for repair are received back within committed period.
5. Import – Making Arrangements of Trucks / Negotiation in Price / Payment of Duty and other statutory fee payments and documentations.
6. Export – Accepting of Order / Confirming of Sales Order / Departmental Co-Ordination and Distribution / Production Planning / Purchase Planning / Quality Planning /Logistic Planning /Ship Monitoring / Gate Monitoring / CHA Appointment and Negotiation / Preparation of Documentation/ Verification of Documentation / Confirmation of Documentation / Tracking of Lot/ Tracking of Payment, etc.

VII. Budgeting v/s Performance Reporting :

1. Submission of Annual financial budget which includes production, sales, expenses etc.

VIII. Statutory Compliances :

1. Mutual Co-ordinate with Accounts department and CA of the company to Maintenance of GST,CST & VAT records Ensuring filing of Tax Returns (GST, TDS, Service Tax, Income Tax, and Sales Tax.), GST, VAT refund and Excise Refund/Rebate.
2. Attaining Appeal, Hearing and dealing with Authorities as required , Validation / renewal of factory licenses, labour licenses, pollution licenses etc. prior to expiry.
- 3.GST Returns, GST Reconciliation, GST Refund, etc

IX. HR and Administration:

1. Preparing verify & submitting of EPF & ESIC Returns, Completing EPF ECR, ESIC ECR, complete function done joining to withdrawals EPF, UAN KYC, Transfer claim forms, Full final settlement for Exit Employees, Liason i.e. Factory, PF, PCC, Labour dept, employment exchange & Bonus Returns & renewal of license etc
2. Preparation & disbursement of monthly salary of employees, maintaining all financial records of salaries for an employee, wages, bonuses and deductions
3. Analyzing the training need of each section of organization & cost involve Prepare training schedule & calendar monthly /quarterly. Deliver or arrange for necessary training with Agencies or Departments, Analyze the result of training, evaluation of training and its effectiveness.
4. Analyze the man power requirement, ensure to implement the acts and rules & handling matter of grievances among Employees.

X. Miscellaneous :

1. Implementation, Certification, Auditing and Renewal of ISO, EMS, QMS, OHSAS, BIS.
2. Any other work assign by company and management

Date Of Birth : 17th June 1980

Nationality : Indian

Languages known : English, Hindi, Gujarati, Telugu (Mother Tongue)

Marital Status	:	Married
Professional Qualification	:	M.B.A. (Pursuing Major HR) B-Tech (EEE) PMKVY (Fire and Safety and Security Manger Certification in Private Security Industry) APPSA Security and Motivation Trainer Certification in Private Security Industry)
Education Qualification	:	M.B.A. (Pursuing Major HR) B-Tech M.PC. Maths&Science S.S.C.
Computer Knowledge	:	HR Manthra & Linux, ERP,AutoCAD, PhotoShop, SAP,Microsoft Office, Internet.

Responsibility Handled - (21 Years):

Sr. No.	Name of the Company	Designation	From	To
1.	Reliable Security Service.	Administrative Staff	2007	2008
2.	Sai Security Services.	Admin & Tender Executive	2008	2009
3.	Sri Renuka Shakthi Security Services Pvt Ltd.	Admin & OSD	2009	2010
4.	A1 Security Force Pvt Ltd.	Branch & Admin Manager	2010	2011
5.	G4S Security India Ltd.	Admin & Recruitment Executive	20011	2012
6.	Phoenix Electrical Insulators Pvt Ltd.	Plant Floor Manager	2012	2012
7.	Kaandu Infrastructure Pvt Ltd.	HR & Admin, Projects Execution	2012	2015
8.	EX-Chief Ministor of Andhra Pradesh wife Late Mrs: Tanguturi Manemma Anjaiah (EX-MLA & MP, Hyderabad).	Personnel Secretory (PS)	2015	2016
9.	Solarsemiconductors Pvt Ltd	HR & Admin Executive	2016	2017
10.	Skybird Security Pvt Ltd.	Head HR & Admin Manager	2017	till

Current CTC : Rs.6.5Lakhs P.A

Date :

Place : Silvassa

*yours truly,
Srikanth Thumma*