**RESUME**

**R.ASHOK KUUMAR**

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**CAREER OBJECTIVE**

To hold a still more Responsible and further Challenging position in Finance & Accounts. Management in reputed, well established and professionally managed Organization, that may enable me to utilize my Professional skills to a large extent and to contribute effectively towards the fulfillment of the objectives of Organization and thereby its progress. Seeking for a

Position in top/middle management to utilize my well groomed knowledge to have a micro analysis of numbers which are key for sustained growth and CAGR of any company.

**EXPERIENCE**

**Name of the Company : An integration Company mfg.SPM’s.**

(A Manufacturing Co. into producing SPM’s as per Customer

Specifications)

Designation : Sr.Manager-Finance & Accounts

Period : Feb.2009 to till date.

Name of the Company : **TIDEWATER SHIPPING PVT.LTD**.,**BANGALORE**

(A Service oriented co. providing end-to-end

services for Exporters and Importers)

Designation : Manager-Accounts

Period : Nov.–2006 to Feb.2009.

Name of the Company : **ORIENTTAL ENGINEERING.**, **HOSUR**

(An Auto Ancillary unit into Air and Exhaust pipes and fabricated large parts for Vehicles of Ashok Leyland Ltd., Hosur-I&II, Ennore and VFJ)

Designation : Manager-Accounts

Period : May.–2000 to Nov. 2006.

Name of the Company : **ASHOK LEYLAND LTD., HOSUR**

(A leading well known heavy truck manufacturer)

Designation : Sr.Executive

Period : Oct.–1992 to Apr. 2000.

Name of the Company : **BHARAT FRITZ WERNER LTD.**,**BANGALORE.**

(A Leading and reputed manufacturer of GPM’s, SPM’s,

CNC Lathes and Machining centers for large Cos. And

Defence establishments like HVF, VFs, etc.)

Designation : Accounts Asst. ‘A’

Period : Mar.-1988 to Oct. 1992.

Name of the Company : **EXOTHERM PVT.LTD.**,**BANGALORE.**

(A Leading manufacturer of Transformer Radiators)

Designation : Jr.Officer-Comml.

Period : May.–1986 to Mar. 1988.

Name of the Company : **VIVEK ENTERPRISES.**,**KGF.**

(An ancillary unit to Bharat Earth Movers Ltd.)

Designation : Accountant

Period : Dec.1984 to May-1986.

**JOB PROFILE**

**I. ACCOUNTS/FINANCE**

* **Total Experience of 34 Years in Finance & Accounts –Company’s day-to-day functioning of F&A functions including MIS, Corp.affairs compliance with Indian AS. Taxation(Direct/Indirect), Audit(Statutory/Internal),**
* Preparation of P&L and Balance Sheet for Management Meetings and for the

Bank, Projected, estimate for next 2 years for Bank Loans, CMA Data compilation.

* Budgeting – Inputs Capture, guidance of past data, differences aligning with current scenario–Monthly data/reporting, Excess/Short spending adjustment with approvals/ Variance Analysis,ensure to run exps in line with budget. Financial Planning/Forecasting.
* Cash/Fund Flow Statements–tracking rcpts/spending & for Mgt.future guidance in both.
* Prepare/Monitor Annual Operating Plan taking Capital Budgeting, Guidance Segement-wise, tasks to be completed, Tracking the Path. **PPC**,Cash Flow Budgeting,SOPs,**TP**-Mark-up, Follow study Reports of Auditors, Monitor to be in line with Tfr.Pricing.
* Manage the F&A Team.
* Sales Movement Tracking System – Design the format as per operations of the Company, Entrust the work to input data departments, Cast the data, Check controls

and put up to the Top Management for tracking the Production/Billing Potential.

* Prepare monthly MIS involving P&L(Segment-wise), CFS, Age-wise analysis of AR/AP, Cash/Bank Position(Daily), Orders in Hand both for Sales and Purchases.
* **Costing as specific to the Company Requirement – Develop Costing Model.**

**Establishing Work Order, Cast the data Cost Centre-wise, Establish Controls, Determine WIP/FG for monthly Acctg, Establishing Margins WO/Cust-wise to track and reduce OH.**

* Responsible for Maintenance of sub-ledgers like sales/purchase ledger, AR/AP ledgers,

Bank book, Cash book, Inventory Ledgers, Salary Register & Journal Registers.

* BRS on daily basis, accounting for Foreign Exchange Fluctuations, follow-up for inward/outward remittances, ensuring proper **compliance** with the bank for these remittances, Reconciliation of EEFC $ & Euro accounts.
* Pay-roll preparation, ensure proper deductions in ESI, PF, TDS (IT Calculations) and

Proper posting and reconciliation of ESI, PF, TDS accounts.

* Export Documentation-Correct the Invoice Format in line with GST to capture all relevant data. BOE/SB, BL/AWB follow-up, checklist for BOE/SB conformity with the PO/GST for claiming incentives and ITC. Export/Import Documents-SB/BOE & /BL or AWB, Co/Supplier invoice to square off the trans. with RBI/Icegate(Customs)thr’bank.
* **Coordinate the preparation of financial statements, financial reports, special analysis, and information reports & internal controls. Analyse financial statements to pinpoint weak areas.**
* **ESTABLISHING INTERNAL CONTROLS WHICH ARE VITAL FOR ACCURACY. MAINTAIN THE CHECKS AND BALANCES IN FINANCE/ACCOUNTS.**

**II. BANK**

* **LC Opening-Foreign/LOCAL & Amendments and follow-up with customer/bank.**
* **Bills of Exchange for Local LCs/Discounting and proper checking of documents like B/L, BOE,Invoices, Certificate of Origin, etc., Processing for BG’s,Maintaining BG Statements(Advance/Performance/Security BG’s,Advance Authorisation). Operation of Fund & Non Fund based limits.**
* **Proper maintenance of EPF, EEFC ($ & Euro accounts),PCFC-Exim, TOD’s.**

**Ensure receipt of FIRC from bank –Assess risk iro Forex,Interest,Cr& Liquidity.**

* **Prepare financial statements for bank like P&L/BS/Cashflow(Actual/Estimate/**

**Projections) and Projection of working capital requirements for OD/CC a/c’s.**

Stock Stt. to bank for Stock/WIP & Debtors statement ageing analysis for the bank.

* Getting statements on a daily bank statement for above accounts and reconcile

And prepare the daily cash, bank position together with the AR/AP ageing report for

Presenting to the management on a daily basis.

* Arrange for the Ageing analysis and certification of the same by auditors.

**III.STATUTORIES**

* **GST Registration & Filing – GSTR03B and GSTR01 – GST Refunds-Submission of Export Proof Docs like BL/AWB, SB, etc., GST Records and GST Annual Returns.**

**Advance Authorisation, MEIS/SEIS-FTP, EPCG with DGFT. GSTR9-Annual filing.**

* **GST Rules applicability and changes. Continuous Knowledge updations.**
* **Ensure proper accounting and remittances on Due dates/before due dates for Central Excise, VAT, Profession Tax, Service Tax, PF, ESI , TDS PT. e-Filing of**

**Excise, VAT, Service Tax & Profession Tax returns. Manual Returns for PF,ESI.**

**Quarterly uploading of TDS Returns. Guide for Quarterly payment of Adv.Tax.**

* Issue of TDS Certificates(Form-16) for Directors, Staff, Vendors, Rent, etc.,
* Follow-up of C/D Forms, Form 27, Form ‘F’/ Form ‘H’ and issue of ‘C’/’H’ Form.
* Prepare Returns for Excise, Service Tax, VAT/PT, PF, ESI, TDS. Annual PT/PF returns, Half yearly ESI returns, VAT-240 annual. **Handling Sales Tax Assessments.**
* certifications of Excise, VAT, PT, Service Tax, MSME, IEC, FC and its amdt,etc.,

**IV.LEGAL/SECRETARIAL**

* Follow-up with the Lawyer for getting refund of Sales Tax payments – ensure proper

Documentation, Statements and Proofs to get the refund.

* Ensure proper compliance for DIN Filing for admission/death, yearly Renewal, Digital signature compliance. **Ensure Corporate Governance and Compliance.**
* Personal/Tribunal hearing, documentation, follow-up and attend the cases with the lawyer. Labour Case for Insurance claims settlement, attend labour dept.proceedings.
* Secretarial Compliances like Board Resolutions, data for annual secretarial filing thr’ CS.

**IV. SIGNIFICIANT ACHIEVEMENTS**

* Refund of Sales tax case with the ST Dept. in co-ordination with the Consultant Lawyer.
* Co-ordinated for the IT Assessments with the auditors and got the refund cheque.
* **Prepared a detailed cost analysis which formed as a basis for cutting Cost.**
* Established e-filing for Excise, VAT, Profession Tax and Service Tax filings.

Established tight internal controls through accounting ledgers, Statutory payments payable accounts, grouping Accounts Head to exercise a firm control over Budget/Cost.

**EDUCATIONAL QUALIFICATION**

* **B.Com., BANGALORE UNIVERSITY – I Class.**
* **M.Com., - BANGALORE UNIVERSITY – II Class.**
* Senior Grade English Typewriting
* Senior Grade English Shorthand.

**SKILL SET**

Operating Systems : Windows 95/98/2000/XP, DOS, Unis

Packages : Tally ERP9.2(Ver), MS Office, MS-Excel, SQL RDBMS, Oracle.

PERSONAL ASSETS

* A Practical, systematic & professional approach towards work.
* Ability to go to the root cause of every problem and solving the same.
* Ability to provide a vision and trust to the Organization.
* Completing the task in the specified time frame.

**PERSONAL DETAILS**

Father’s Name : G. Raman Mudaliar.

Age & Date of Birth : 57 Years – 15th Oct.1962.

Sex : Male

Marital Status : Married

Nationality : Indian

Religion/Caste : Hindu – Mudaliar.

Given an opportunity, it will be my endeavor to evince my interest in the field and earn your satisfaction by my diligent hard work and attention.

**DECLARATION**

I hereby affirm that the above-mentioned details are true to the best of my knowledge & belief.

**Place :** BANGALORE yours sincerely,

**Date :**   **( R. ASHOK KUUMAR)**