***CURRICULUM VITAE OF-RAJASIMHA M.R.(MOBILE (+919741067247)(Email id:r.simha2010@gmail.com)(SKYPE:ID rajasimha.rajasimha)***

**Currently working as Senior Accountant from 1.3.2014 in Autocad company, Bangalore.**

**Job Profile:** Finalisation of accounts till balancesheet,Filing of Kvat returns,ETDS-Quarterly Filing,Payment of Service Tax quarterly and filing of returns half yearly.,Professional Tax filing monthly., Mis, Budgetting, monthly preparation of Financial statements , Pay roll .

**Worked as Senior Accountant in ALMEERA MARKET SAOC(FORMERLY SAFEER GROUP COMPANIES), MUSCAT, (Sultanate of Oman) (03.06.2009 to 3.2.2014) The Company is HyperMarket engaged in selling of FMCG Products.**

***Job Profile*** :Finalisation of Accounts till Balance Sheet including corporate taxation,.Handling of Insurance Compliances-Fire, Theft, WCP, Marine Policies , Preparation of Payroll , Opening of Import Lcs ,Following up of agewise collection from debtors, Preparation of Cash and Fund Flow, Preparation of Budget, Budget forecasting between actual and variance, Following up for timely payment to suppliers, Sub contractors.

**Worked as SeniorAccountant in KHALID ELECTRICAL&MECHANICAL ESTABLISHMENT QATAR(27.03.2006 to 28.12.2008).The company is a leading Contracting company(CABLE LYING PROJECTS)**

***Job Profile:*** .Maintenance of books of accounts including General Ledger,(Project wise) , maintenance of stock records Preparation of periodical Profit & Loss accounts,MIS for monthly management meetings,Finalisation of Accounts along with compliances required by Auditors,Preparation of Cash Flow Statement & Fund Flow statement,Preparation of Budget & ascertainment of Variance with actual ,Following up of collections, making arrangements for payments to Creditors in time as per terms. Opening of LC(Inland & Foreign LC), arranging from banks for Bank guarantee, Performance bond guarantee for execution of projects,. Taking care for payment of utility bills in time.

**Worked as Senior Accountant in ROTA SARL (1.2.2005 to 1.2.2006) KIGALI, (CENTRAL AFRICA).The company is manufacturer and local supplier of Water Tanks**

***Job Profile:***.Cash management,collectionfromdebtors, Preparation of Payroll, Preparation of CashflowStatement,Procurement of materials, preparation of purchaseorders,stockmanagement,.Maintenance of necessary records for VAT,TPR and CSR as per local law,.Preparation of periodical P & L A/c’s, Mis reports for Head office,Preparation of returns for Income Tax , VAT TPR,CSR, as per local law,.Finalisation of accounts till balancesheet , Assisting auditors for compliances required for IT return, Maintenance of books under Tally 6.3 version

**Worked as Senior Accountant in Bangalore ALLANASONS LIMITED, from (1.12.1997 to 31.1.2005).The company is engaged in trading and exporter of coffee seeds.**

***Job Profile*:** Preparation of branch accounts, Inter branch accounts reconciliation, maintenance of stock records, Preparation of MIS, Preparation of Fund Flow statement, Preparation & filing of sales tax returns, annual returns,compliances for atttending the sales tax assessments, Preparation & filing of Service tax returns,.ESIC Compliances for payments & filing of half year returns**.** Maintenance of books under Tally 6.4 version.

**Worked as Accounts Officer in Bangalore NAPTHA RESINS & CHEMICALS LIMITED. from (1.6. 1996 to 30.11 1997)The Company is engaged in manufacturing of resins and local supplier to distributors.**

**Job Profile:** Finalisation of branch accounts, Preparation & filing of monthly Sales Taxreturns, Preparation of annual return &compliances for attending sales tax Assesement, Preparation of Annual return for TDS .Maintenace of books under Tally 6.4 Version.

**Worked as Accounts/Admin.Officer in Bangalore by SWAN SILK LIMITED, from 1.10.1987 to 31.5.1996)The company is engaged in manufacturer and Exporter of Silk Fabrics & Silk Madeups.**

***Job Profile:* .**Finalisation of accounts, Preparation of MIS, Preparation of Cash flow Statement,,Budgetting,Maintenance of Stock,Liasoning with bankers and financial institutions for short and long term funds requirement, Preparation& Filing of Monthly Salex Tax returns, Prepartion of Compliances for attendingSales tax assement, Preparation of annual return TDS on Income Tax,Preparation of Export documents,,.,Maintaining register under ESI Act and filing half year returns,Statutory compliances for Audit under 43AB,Bill discounting with bank,Opening of LC for imports.

***Educational Qualification:***

**Bachelor of Legal Law ( LLB) from Bangalore University,Commerce Graduate (BCOM) from Bangalore University, Master of Commerce from Mysore University(MCOM)**

**Other Skills**

MsWord, Microsoft Excel, Tally Accounting package,5.4,6.3,9.0 version, Omicron ( UK based accounting package), OBM Accounting software (Malaysian based) Oracle ERP (AR,AP,GL Module),Microsoft Dynamics.

***Personal Details:*** Passport Details: valid till 02th January, 2020

**Date of Birth**: 18th May, 1964

**Home Address;**No.469,5th Block,Visweshwariah Layout,Vishwaneedam Post,Bangalore