**K. Basavaraju**

**Assistant Manger-Accounts & Finance**

Krishnagiri, Tamil Nadu

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Email me on Indeed: [indeed.com/r/K-Basavaraju/f468e8d4ceff5688](https://www.indeed.com/r/K-Basavaraju/f468e8d4ceff5688)

♦ Competent, diligent & result oriented professional, offering over 10 years of experience across Finance & Accounts, Payroll Management, Strategic Planning, Receivable, Taxation, MIS Reporting, Statutory Compliance and Liaison & Coordination; currently spearheading as Assistant Manager-Accounts & Finance with M/s.Right Engineers & Equipment India Pvt Limited, Plot No.66, Road NO.4, 1St Phase, Jigani Industrial Area, Bangalore- 560105, Karnataka, reporting to Directors.  
  
♦ Dexterity in formulating and implementing the Finance & Accounting Policies/ Procedures and adherence to regulatory provisions with the ability to relate theory with practice; thorough exposure across rendering functions of Finance and Accounts & Internal Audit.  
♦ Adept at formulating & implementing strategies to track flaws, and drawing inputs to realign tactics/strategies to streamline the proper functioning; proven expertise in liaising with tax and other authorities for redressal of PF, ESI & Taxation matters.  
♦ Dexterity in assessing changing corporate environs with an insight into the domains of financial management, business improvement measures; capable of establishing and implementing systems for automated payroll functions.  
♦ Possess ample exposure across validating business plans & commercial strategies; excellent administration with proven ability in revenue generation, simultaneously managing the diverse range of functions.

Willing to relocate: Anywhere

**Work Experience**

**Assistant Manger-Accounts & Finance**

**M/s. Right Engineers & Equipment India Pvt Ltd**

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Bengaluru, Karnataka

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2012 to April 2012

Plot No.66, Road no.4, Phase1, Jigani Industrial Area, Bangalore-560105  
Designation: Assistant Manger-Accounts & Finance.  
About Company: RE&EIPL is a Manufacturing of EOT cranes, Panels boards, Trolley, and customized fabrication  
works & also Channel partner of Demag Cranes & Components.  
Job Profile: Responsible for entire Operations of Finance & Accounts  
Reporting to: Directors

**Assistant Manager- Finance**

**M/S.ALGYPUG ENCLOSURES PVT LTD**

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Bengaluru, Karnataka

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June 2009 to March 2012

Spearheading efforts across handling entire spectrum of functions pertaining to Finance and Accounts including Payables/Receivables, MIS, Payroll & Taxation besides requirements for finalization of accounts and its audit; ensuring adherence to statutory compliances.  
♦ Monitoring day to day accounting activities,  
♦ Coordination with banks regard to facilitate, OD, LC's, & bank guarantees, Imports payments, Bill discounting, etc.  
♦ Debtors & Creditors reconciliation,  
♦ Preparation of statutory payments & returns like, Excise, Vat, Tds, Service Tax, PF, Esi, & Pt.  
♦ Preparation of monthly stock statements.  
♦ Follow up with various customers to getting payment within due date.  
♦ Preparation of CST reimbursement statement.  
♦ Preparation of budgets with department wise and conducting variance analysis to determine difference between projected figures & actual expenditure and discussing with the Management to take necessary implement actions.  
  
♦ Adroitly preparing & maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms; profusely generating annual reports to ensure & analyse the monthly expenditure to control expenses also maintaining; ensuring compliance to the govt. rules and regulations as lay down by statutory authorities.  
♦ Diligently managing P&L Account, Balance Sheet, general ledger, trial balance, financial statements, expense analysis, payroll, benefits administration to enable smooth flow of operations; overseeing advance controls for advance payments & follow-up with purchaser, cost center wise consumption & analysis with average consumptions.  
♦ Issue of forms like C form, Form 16 & Form 16A.  
♦ Getting permission from Customs office to our exports.  
♦ Preparation, Collection & Submission of C forms from sales tax department.  
♦ Attending Statutory audit like Sales tax, Excise, & Income tax departments with records.  
♦ Preparation of project wise reports monthly & discussing with Management.  
♦ Co-ordinate with auditors for internal audit & final audit.  
♦ Co-ordinate with company secretary to issue of shares.  
♦ Co-ordinate with our company consultants on legal cases.  
♦ Consulting departments like Excise, Customs, Sales Tax, Labour office, Pollution control board, Income tax office, Esi & pf office regarding our company issues.  
♦ Conducting meetings with Management & department heads every month.

**Education**

**Bangalore University**

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Bengaluru, Karnataka

2005

**B.Com**

**University etc**

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Bengaluru, Karnataka

2005

**Skills**

OPERATIONS (2 years), ACCOUNTING (2 years), COLLECTION (2 years), FROM SALES (2 years), OF ACCOUNTS (2 years)

**Additional Information**

Core Competencies  
  
◆ Financial Management ◆ Accounting Operations ◆ Strategic Planning ◆ Payroll Management ◆ Stores  
◆ Payables/Receivables ◆ Taxation ◆ MIS Reporting ◆ Statutory Compliances ◆ Banking.  
  
Current Responsibilities  
  
♦ Processing and clearance of Vendor, Suppliers and Labour & contractor bills payments.  
♦ Maintaining of cash and daily Cash and Bank Reconciliation.  
♦ Fund Management, Stores reconciliation, purchase bills reconciliation with Purchase orders  
♦ Tracking and Recovery of the Advances paid to Vendors and Suppliers,  
♦ Preparing data and Filing returns like Tds, Service Tax, Vat, Excise, Esi PF & PT Returns.  
♦ Preparation, Collection & Submission of C forms from sales tax department.  
♦ Provisions and Monthly Closing of Books of Accounts  
♦ Preparing MIS reports like month wise and quarterly half yearly & yearly.  
♦ Dealing with Statutory compliances with concerned departments like ESI, PF, Vat, Excise Service Tax & PT.  
♦ Coordination with Chartered accountants for filling annual returns.  
♦ Year End Closing of Books of Accounts  
♦ Handling the Financial activities related to different projects.  
♦ Filling of GST returns.