

# HAREESH KUMAR M

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## PROFESSIONAL SUMMARY

To secure a challenging accounting position where I can leverage my extensive experience in finance, accounting, and taxation to contribute to the success of a dynamic company and further develop my professional career.

## EXPERIENCE

### 07/2022 to Current     **Finance and Accounts Manager**

#### **Panacea Facilities Private Limited** - Bangalore

- Oversee and manage all aspects of financial operations, including accounts payable and receivable, general ledger, budgeting, and financial reporting.
- Ensure timely and accurate tax compliance, including GST, TDS, and income tax.
- Manage the annual audit process and liaise with external auditors.
- Prepare monthly and annual financial reports, including variance analysis and cash flow forecasts
- Manage relationships with external auditors, tax authorities, and banking institutions.
- Provide financial analysis and support for business planning and decision-making.
- Collected information and generated data to summarise financial status and developments.
- Recorded petty cash transactions in petty cash journal to summarise payments made, maintaining accurate records.
- Created profit and loss statements to balance spreadsheets and provide information to management.

### 08/2021 to 06/2022     **Senior Accounts & Taxation Executive**

#### **Randstad India (VE Commercial Vehicle Limited)** - Bangalore

- Responsible for AP, AR, cash disbursements, credits and collections, billing and fixed asset records.
- Manage GL accounting functions and processes.
- Preparation AR Ageing Analysis report on weekly basis.
- Issuing of Purchase order, Documentation of Agreements/Contracts.
- Invoice and billing processing
- Prepared and reviewed monthly, quarterly, and annual financial reports for management and stakeholders.
- Preparation of monthly MIS Reports.
- Preparations and controlling of all kinds of employee reimbursements and disbursements according to the company policies.
- Posted financial data in Excel spreadsheets and managed inventory

to maintain accurate information.

- Verified items billed against items received and followed-up with vendors and employees to reconcile variances.
- Prepared month-end closing entries to maintain detailed reporting and recordkeeping.

**11/2017 to 07/2021    Senior Accounts & Taxation Executive**

**Android Motors Private Limited - Bangalore**

- Financials Includes Balance sheet, P&L and Cash flow statements and other internal reports etc. As per company requirement for their further decision making.
- Review of vouching of purchases, sales, mis. expenses, Journals, Cash book, Bank book, physical cash verification.
- GST (Preparing GST Return, Monthly Filing of GSTR 3B & GSTR 1, Tax Calculations, GST Reconciliation)
- Complete responsibility and accountability to handle the tax compliances role independently with the Tax Authorities - TDS, Service Tax, STPI, PF ensure timely payment, filing of returns, Audit, refund claims, Attend Tax assessment
- GSTR 2A and GSTR 2B monthly reconciliation for filling of GSTR 3B.
- TDS (Rent, Salary, Services & Contracts) Professional Tax, PF, Accounts Payable& Accounts Receivables.
- Preparing revenue report and collection reports to various departments and Management.
- Monitoring preparation of statements including Trial Balance, P & L A/c, Client Outstanding, Account Receivable / Payable, General Ledger, Receivable Management, Balance Sheets on monthly as well as annual basis.
- Monitoring and managing the day-to-day accounting operations including maintaining income, expenses, interest & tax ledgers and other Journal, cash and bank vouchers for data entry.
- Preparation of company Tax audit and relevant reports
- Vendor Reconciliation & Bank Reconciliation and Daily Reports.
- Assisting Auditing & Income Tax reports and all other accounts of the company.
- Liaising with the Indian Taxation Office (ITO) and other regulatory bodies when required.

**09/2014 to 10/2017    Audit and Taxation Executive**

**J. SRINIVASAN CHARTERED ACCOUNTANTS - Bangalore**

- Assisting in Statutory, Internal and Tax Audit of various organizations.
- Preparing financial statements like Cash/Bank trial, Cash Flow & Funds Flow statements, Balance Sheet and Tax Audit.
- Computation and Preparation of Income Tax returns and Tax Audit of Individuals, Firms & Companies.
- Book Keeping and Vouching.
- Planning and executing in Statutory, Internal, and Tax & Management Audit of various Govt. & Private organizations.

- Consolidation of day-to-day accounts and finalization of books of Accounts of various Individuals, HUF's, Companies and Firms.
- Preparation and e-filing of TDS/TCS Statements.
- Computation and filing of GST, Service Tax and VAT Returns (Monthly & Annually)
- Responsible for reconciliation of indirect taxation like Excise & VAT with respective departments and looking after accounting of the same in books of accounts.
- Preparation and filing of Form 15CB, 15CA and 26QB.
- Handling Projects (Marital Motors Private Limited, Android Motors Private Limited (A Division of Eicher Motors Limited) and Trinity Heart Foundation Private Limited).

## CORE COMPETENCIES

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|----------------------------------|---|
| • Accounting & Book Keeping      | • TDS, GST, EPF, ESIC, PT                         |
| • Taxation (Direct/ Indirect)    | • Audit/Assessments                               |
| • Accounts receivable            | • Vendors Management                              |
| • Accounts Payables              | • Liaison & Coordination                          |
| • Statutory Compliance           | • Debtors Collections Monitoring                  |
| • Balance Sheet                  | • Manual Checking and processing of vendor bills. |
| • Reconciliations (Bank/ Vendor) | • Expense management                              |
| • General Accounting             | • Invoice management                              |
| • MIS Reporting                  | • Month-end close management                      |

## IT SKILLS

- SAP – FI
- Tally ERP9 and Prime
- ERP Based Accounting Software (Target)
- WinMan CA ERP
- Good Knowledge of MS Office Tools

## EDUCATION

**Pursuing MBA : Finance**  
**Dravidian University** - Kuppam

**2016**

**CA\_Inter**  
**The Institute of Chartered Accountants of India** - Chennai

**2014**

**Bachelor of Commerce:** Accounting, Auditing and Taxation  
**Mother Theresa Degree College** - Palamaneru

## LINGUISTIC ABILITIES

- English, Hindi, Telugu, Tamil & Kannada

## DECLARATION

*I hereby declare that the details and information given above are*

*complete and true to the best of my knowledge*

*Date:*

*Place:*

*(Hareesh Kumar M)*