



SAKTHIKUMAR V

CONTACT

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EDUCATION

2022 – 2024
Bharathiar University
M.Com(CA)
Pursuing Final Year

2007 – 2010
Bharathiar University
MCA

2003 – 2006
Annamalai University
B.Sc(CS)

SKILLS

- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective
- Communication
- Critical Thinking

LANGUAGES

- English
- Tamil

PROFILE

A dynamic & versatile leader offering over all 15 years of experience in managing financial accounting, taxation and auditing functions both in operational and regional roles and rendering cost savings for the organization

Maxzone Clothing Private Limited Manager – Accounts

Jan 2023 – Till date

- Monitoring compliance related activities which involves the review of annual tax filing, **financial statements (Balance Sheet and P & L)** and reporting.
- **Payment of statutory dues** on time (TDS (Withholding Tax) Payments-194C, 194H, 194J, 192B, 194I, 194Q, TCS Payment-206CR, 206CE) and GST, ESI, and PF Payments.
- **Preparation and filing of E-TDS(Withholding Tax) Quarterly returns** (26Q, 24Q) & TCS(27EQ). Filing of revised return of E-TDS if any changes required in the original return. Generation of Form 16 and Form 16A and distribute to the Service Vendors and Employees.
- **Computation workings for Employees Salary**, deduction, exemption and Tax Calculation, **Filing of Income Tax Return**.
- **Preparation and filing of monthly returns** within time frame of govt - **GST, ESI and PF Returns**.
- Verification of GSTR-2B to reconcile and prepare the not matched Invoices and Partially Matched Invoices
- **Finalization of accounts** including confirmation of ledger accounts.
- Preparation of timely **Accounts Payable** statements and prompt payment to suppliers as per the credit terms mentioned in the Purchase order
- Prepare MIS reports with the help of word, excel, Power point, and **advanced excel** reports i.e., **pivot table, goal seek, auto filters, v-look up, h-look up,x-lookup, splits & freeze panes** which is used to present better way to the Managements.
- To help sales team members while occurs any problem in generating **E-Invoices, E-way bills**
- Pass necessary of **Monthly provisions**, Accounts Journals to close the month end process.
- To support the team members to **reconcile Bank Statement** at the end of the Month/Week
- **Export and Import, Letter of Credit and Bank guarantee** opening and closing procedures. Submission of documents to the Bankers and generate the **E-BRC certificate** in the Ice-gate Portal.
- Verification of **Stock Journals** to ensure that there is no monetary loss while transferring the stocks.

TECHNICAL SKILLS

- SAP Business One, Quick Books Online & Desktop, Sage 50, Xero, Zoho Books, Tally ERP 9 and MS Office.
- Typewriting English Junior Grade-First Class.

ACCOUNTING STANDARDS

- IND AS
- IFRS Basics

Velan Info Services Private Limited

Senior Accountant-US Book Keeper

Feb 2022 – Nov 2022

- Book keeping of US Clients in **Quick Books, Zoho Books, Zero and Sage**
- **Reconciliation of Credit Cards and Bank Account Statement** with Financial Softwares.
- Export Bank account statement and Credit Card Statements from PDF to Excel and Import the exported statement to Financial Softwares such as Quick Books, Zoho Books.
- Verification of Monthly, Quarterly, Half Yearly and Yearly Expenses in Profit and Loss account.
- MIS Reports required by Client.
- Update the Invoices received through mail.
- Every Month **Accounts Receivable and Payable** statements send to the clients

Renaatus Procon Private Limited

Assistant Manager – Accounts

Apr 2018 – Feb 2022

- **Preparation and filing of Monthly returns** within time frame of govt - **GSTR1 & GSTR3B, ESI and PF Returns** .
- Verification of GSTR-2B to reconcile and prepare the not matched Invoices and Partially Matched Invoices
- **Preparation of timely Accounts Payable** statements and prompt payment to suppliers as per the credit terms mentioned in the Purchase order
- Prepare MIS reports with the help of word, excel, Power point, and advanced excel reports i.e., **pivot table, goal seek, auto filters, v-look up, h-look up, x-look up, splits & freeze panes** which is used to present better way to the Managements.
- Pass necessary of Monthly provisions, Accounts Journals to close the month end process.
- To support the team members to reconcile Bank Statement at the end of the Month/Week
- Preparation of Export Invoice, verification of Export Check-list and Bill of Lading.
- Export and Import, Letter of Credit and guarantee opening and closing procedures. Submission of documents to the Bankers and generate the E-BRC certificate in the Ice-gate Portal.
- To help Despatch team members while occurs any problem in generating E-Invoices, E-way bills

Hitech Solutions

Accountant

Dec 2009 – Mar 2018

- Preparation of TDS workings and Payment of TDS(26Q, 24Q) & TCS(27EQ) and filing of Quarterly returns
- Preparation and filing of GST Monthly returns within time frame of govt (GSTR1 & GSTR3B) .
- Verification of GSTR-2B to reconcile and prepare the not matched and follow up with Vendors if not reflected in the GSTR2B.
- **Finalization of accounts & Tax audit under Income tax including maintenance of ledger accounts.**
- Preparation of ageing report for Accounts Receivable and Accounts Payable.
- Preparation of Bank Reconciliation Certificates.
- Generate the Sales Invoices
- Verification of Stock

Chartered Accountant Office

Tax - Assistant

May 2003 – Nov 2009

- Verification of **Sales Bills and Purchase Bills**
- Verification of Bank Accounts statement with Books of Accounts and **Bank Account Reconciliation.**
- **Preparation of Balance Sheet, Profit and Loss account and its annexures.**
- **Preparation of 3CD and 3CB returns.**
- **Prepare the Depreciation statements**
- Verification of Ledgers with Confirmation statement provided by the clients.
- Verification of TDS deductions if any short deduction is there or not.

Thanking you

Yours Faithfully

(Sakthikumar V)