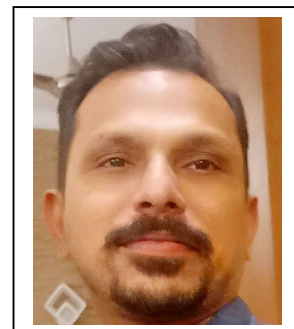


**VINOD K B**

Address to Communicate  
"VAISHNAVAM", XVII / 294 B,  
Pukkatupadi,  
Kizhakambalam P O, Cochin – 683 562  
e-mail :- [vinusarodev@rediffmail.com](mailto:vinusarodev@rediffmail.com)  
Contact no. 9496036072, 9562257509

**CAREER SUMMARY**

M.com - Finance with 25 years' experience in the field of accounts & finance. Expertise in corporate financial analysis, Financial Modeling, taxation & Finalization. Expertise in designing and implementing systems to achieve financial discipline and improve the overall efficiency of the organization.

**SOFTWARE KNOWLEDGE & SKILLS**

Microsoft Dynamics 365 F&O (*functional*)  
SAP FICO ECC (*functional*)  
STAGE ERP (*functional*)  
QuickBooks  
Tally ERP  
Advanced Excel  
TCS ion – GST GSP & Clear Tax – GST GSP  
CMA Report for Bank Loan  
Financial Analysis  
Financial Modeling & Valuation

**WORK EXPERIANCE**

Asst. Manager – Finance & Accounts  
**Kitex Childrenswear Ltd., Cochin - 2010 Oct -To date**

**Present Job Description****ACCOUNTS RELATED**

- Verification and system approval of vouchers, allocating monthly provision entries and prepaid expenses of holding and subsidiary companies
- Preparation of Reconciliation of bank accounts and sub ledgers.

**TRADE FINANCE RELATED**

- Verification of export documents and Prepare of bill of exchange and submit to the bank with all the relevant documents for discounting / collection of bills after approved by authorized signatory.
- Liaison with bank to open Documentary credit i.e. ILC/FLC, Bank guarantee, to release the exports packing credit, imports payments.
- Management of working capital, with key focus on monitoring and controlling receivable, Inventories and payable
- Preparation of stock report, CMA , FFR and Cash Budget towards working capital loan and submit to bank in time after approved by the management.
- Liaison with bank to claim Govt. TUFS Subsidies i.e. Capital & Interest subsidies on quarterly basis.
- Liaison with bank to get e-brc and certification of complete realization of export proceeds for AEPC
- Preparation and submission of unhedged foreign currency exposure on quarterly basis.
- Prepare various financial statements for credit rating agency (ICRA) on quarterly basis.
- Prepare statement of fixed deposit register and ascertaining monthly provision on accrued interest.
- Prepare registers for monitoring periodic outstanding on working capital loan, documentary

credit and forward contract etc.

#### **STATUTORY COMPLIANCE RELATED**

- Ensure timely processing of statutory payments i.e. GST, ETDS, and PF& ESI.
- Prepare and timely submission of monthly, quarterly & yearly statutory returns in respect of GST and TDS.
- Prepare and submit documents for GST Refund, GST annual return and handling VAT assessment.
- Prepare and submit documents for assessment process in respect of Income Tax and Sales Tax.
- Ensuring all statutory forms in respect of GST, and TDS are issued in time.
- Preparation of draft of 15 CA/15 CB and ODI certificate and submit to chartered accountant for getting certification towards foreign outwards payments.

#### **FINANCIAL REPORTING RELATED**

- Preparation of monthly depreciation statement as per Companies Act and Income Tax Act and deferred tax assets/liabilities
- Management of all Fixed Assets of the company and ensure a regular update of the inventory of such assets through maintain assets register, periodical stock taking and disposal procedure.
- Preparation and submission of provisional Profit & Loss account, Balance sheet (standalone and consolidated) along with complete notes, Cash flow statement, and various MIS reports to Internal & External auditors on monthly, quarterly and yearly basis.
- Preparation of provisional statement Income Tax Audit report such as 3CD & 3CEB with annexure and submit to statutory auditor
- Assisting Company Secretary to maintaining of various statutory register in regards to Companies Act.
- Preparation of yearly Receipts & payments and Income and Expenditure account of Govt. project account – DDU-GKY

#### **PREVIOUS EMPLOYMENT DETAILS**

##### **Regional Asst. Accounts Manager**

First Flight Couriers Limited, Cochin, 2008 Sept – 2010 Sept

##### **Chief Accountant**

Petroleum Services and Contracting Est., Damam, KSA, 2004 July - 2008 July

##### **Accountant**

Phoenix Engineering Industries Limited, Nairobi, Kenya, 2002 Oct – 2003 Sept

##### **Accounts Executive**

Group 4 Falck India Limited, Trivandrum, 1997 Apr – 2002 May

##### **Accountant**

Amrok Shipping Private Ltd, Cochin, 1994 June – 1997 April

#### **EDUCATIONAL QUALIFICATIONS**

M.Com in Finance & Accounts from Annamalai University

B. Com in Cost Accounting from Mahatma Gandhi University

Pre – Degree in Commerce from Kerala University

Certification in GST Practitioner by Govt.of India (MSME)

#### **REFERENCES**

1. Sojan Chacko, Vice President Finance, Popular Motors ,Ernakulam, Mob. 9400109597
2. Vivek Sathyan, Audit Manager, Varma & Varma , Ernakulam , Mob. 9745200001