

Curriculum Vitae



MAHESH .C

E-mail: mahiazhikode@gmail.com

Mob: +91 7994730793

Career Objective:

To work in a challenging environment and that could help me in improving my knowledge, skills and abilities and use them to the fullest for the success of the company.

Educational Qualification:

CA Articleship – 2013-2016

Master of Commerce – 2014-2016 – Annamalai University

Bachelor of Commerce - 2008-2011 - Kannur University

Professional Experiences:

Organization : Aabim Enterprises, Ernakulam-Kerala-India
Job Title : Accounts Manager
Duration : Oct 2020 to Present

Roles & Responsibilities :

- Lead, manage and monitor accounting functions.
- Develop, generate and manage timely accounting reports.
- Ensure reconciliation of Bank accounts and other accounts.
- Monitor general ledger, accounts receivables, accounts payables and other records.
- Assist the accounting team in preparing balance sheet and budget reports.
- Ensure timely payment & filing of GST,TDS & TCS.
- Generate various analyses and financial reports for the management.
- Monitor and manage the month end accounting processes.
- Ensure timely completion of audit.
- Maintain, update and monitor inventory records.
- Reporting to management and providing advice how the company and future decisions might be impacted
- Developing long-term business plans based on these reports.

Organization : Quality Lab Tech W.L.L , Doha-Qatar

Job Title : Senior Accountant

Duration : Jan 2018 to July 2020

Roles & Responsibilities :

- Preparation of Payments / Receipts / Cheques and other Journal, Ledger posting
- Enter accounting entries for purchase, Sale, Credit, Debit Note, Cash, Bank, Payable, & Receivable in accounting software Tally ERP 9
- Handling of petty cash and making day-to-day payments
- Ensure petty cash is maintained as per company policies & procedures
- Pays vendors in a timely manner
- Maintaining receivables accounts and regular follow up with debtors
- Prepare monthly time sheet, salary voucher and payroll management with WPS
- Prepare monthly Sales, Purchase and Expense reports
- Prepare monthly Bank Reconciliation Statement
- Prepare Profit and Loss Account & Balance Sheet
- Prepare Cash Flow Statement
- Maintain fixed Asset Register and Stock Handling
- Preparation of Payroll Documents, & Online Salary Transfer
- Preparing Weekly, Monthly Reports & Budgets

Organization : Universal Plywood, Kannur-Kerala-India

Job Title : Senior Accountant

Duration : Feb 2016 to July 2017

Roles & Responsibilities :

- Calculation of KVAT & KVAT Return Filing, ESI Return Filing
- Office Administration
- Management of Accounts Receivable & Payable
- Create & present detailed Reports for upper management
- Preparing revenue projection & forecasting expenditure
- Performing other accounting duties and supporting junior staff as required or assigned

Organization : Vishnu Rajendran & Co. Chartered Accountant, Kannur-Kerala-India

Job Title : Accounts/ Auditing Assistant

Duration : Jan 2013 to Feb 2016

Roles & Responsibilities :

- Statutory Audit of companies
- Tax Audit of companies, firms, individuals & societies
- Bank Audit- Central Statutory & Branch Audit (South Indian Bank 2014, Syndicate Bank 2015)
- KVAT Audit of companies, firms, individuals & societies
- Income tax E-Filing
- Office Administration
- Quarterly Internal Audit

Organization : Universal Plywood, Kannur-Kerala-India
Job Title : Accountant
Duration : June 2011 to Dec 2012

- Assist in preparation of P&L A/c & BS
- Assist in Payroll administration
- Assist senior accountant in the preparation of daily/weekly/monthly reports
- Assist with preparation and coordination of the Audit process
- Update financial data in accounting software to ensure that information will be accurate and immediately available when needed.

IT Skills:

MS-Office, DTP, Programming In C, C++, Java, Java Script
Tally ERP

Competences:

- Hard working and Honest
- Self-motivated, Quick learner
- Ready to take any kind of challenges
- Good verbal and written communication skill
- Willing to be Trained

Personal Details:

Name of the Father : MANI .C
Current Address : Thripunithura, Ernakulam
Date of Birth : 04/10/1990
Religion : Hindu
Nationality : Indian
Passport No : L9712702
Driving Licence No : 13/4335/2014(India)

Languages Known:

English, Hindi, Malayalam and Tamil

Declaration:

I hereby declare that the above-mentioned details are true and correct to the best of my knowledge and belief.

Place : Kochi
Date :

Maresh. C