

CURRICULUM VITAE



HAMSA P.M

Contact Information

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CAREER OBJECTIVE

To be a member of an organization where growth and prospects are unlimited, people are recognized by their work. Looking ahead to work in a challenging environment and strive for excellence. I would like to be a part of dynamic team and contribute my skills and service towards the qualitative enhancement of the organization.

PROFESSIONAL EXPERIENCE

As an Accounting Professional, I believe that I can handle different types of Financial, Accounting & Auditing works in line with organization policies and procedures, by complying relevant provisions, Generally Accepted Accounting Policies (GAAP) and Auditing Standards Issued by ICAI & IASB. I have achieved the relevant Auditing Strategies and Accounting Experience especially in Company, and Organization by working in Chartered Accountant Firm as an Internal Auditor, Senior Audit executive and Audit & Article Clerk.

CAREER SUMMARY

Organisation	Position	Duration
Galaxy Homes Pvt Ltd	Senior Accountant	07.12.2020 to Present
KCM Appliances Pvt Ltd (Impex)	Audit Officer	18.03.2019 to 05.12.2020
Akbar Online Booking Co Pvt Ltd	Team Leader - E Commerce (Accounts)	12.10.2015 to 15.03.2019
Manvish Info Solutions Pvt Ltd	Senior Executive - Projects	24.09.2014 to 30.09.2015
Colombo Group	Accountant	01.10.2011 to 20.09.2014
N.J Paul Associates	CA Articleship/Audit Assistant	24.10.2007 to 25.08.2011
M/s Accounts	Accounts Trainee	02.05.2005 to 31.03.2007

JOB PROFILE

Galaxy Homes Pvt Ltd – (Builders and Developers of real estate projects)

- Final Bill preparation of Clients.
- Verification of Clients final settlement and approving it for registration purpose.
- Verification of Bank reconciliation on daily basis.
- Project cash inflow and outflow preparation daily and its consolidation on month end.
- EMI tracking of all loans and its fund management.
- GST Filing and its payment and 2A/2B statement reconciliation.
- TDS payments and filing of its return.

KCM appliance Pvt Ltd – (Manufacturer and importer of Electronics and Home appliances)

- Operational/Internal Audit of replacement section.
- Operational audit of service department.
- Preparation of Monthly MIS of Service and Replacement department.

Akbar Online Booking Company Pvt Ltd - (Travel and Holiday Company)

- Daily sales monitoring.
- Reconciliation of sales with Payment Gateway Report.
- Daily Refund Monitoring.
- Monitoring of day to day accounts work like Invoices, refunds, payments, receipts etc.
- Bank Reconciliation.
- Reviewing daily works of Assistants
- Client and Supplier reconciliation.
- Investigation and follow up of fraud transaction.
- Follow up with PGWAYS regarding Charge back and fraud cases.
- Monthly MIS report preparation and Review of reports.

Manvish Info Solutions Pvt Ltd – (Tally partner and solution provider)

- Project requirement study.
- Implementation of TDL file/Customized module and training to the customer thereof.
- Conducting training for customer in Tally.
- Providing Online and onsite support for clients.

Colombo Group – (Umbrella manufacturer, Textile and Furniture dealer)

- Company administrative functions and office in charge
- Reconciliation of Accounts of Branch office with H.O and Sister concerns.
- Reconciliation of Bank accounts and Scrutiny of the same for reversing unnecessary debits.
- Monitoring and ensuring timely fund transfers between H.O and Branch Office.
- Direct Reporting to Finance Manager.
- Monthly KVAT Return filing and Tax remittance
- TDS payments and quarterly TDS return filing.
- Preparation of Cash flow statement and Financial statements, P&L and Balance Sheet.
- Co-ordination with Auditors and Liaising with banks
- Managing and co-ordination with debtors & creditors
- Sales Invoice and Purchase Invoice verification and posting.

N.J Paul Associates – (Chartered Accountant)

- Preparation of accounts of Clients and Preparation of Financial Statement.
- Monthly internal audit of Clients.
- Monthly Concurrent audit of Banks and Preparation of report.
- Annual audit of client's accounts and finalization of accounts.
- Preparation of Audit report of clients and filing of the same to respective department.

- Online Filing of various ROC form in connection with incorporation of companies, creation of Charge, appointment of auditors and Annual filing of companies.
- Preparation of projected financial statement for clients for submitting to Banks and Financial Institution.
- Income Tax return filing of Individuals, firms, corporate and others.
- KVAT & TDS return filing for clients.
- Preparation and Analyzing of feasibility and project report of Client's new projects under the supervision of Principal for submitting to Banks and Financial Institutions for approving loans.
- Gained Advanced knowledge in various kinds of accounting packages like **Tally ERP 9 and FoxPro**.

EDUCATIONAL QUALIFICATIONS

Year	Course	Institution	Percentage
August – 2012	CA Inter	The Institute of Chartered Accountants of India (ICAI)	53.17
March – 2004	Plus Two (Computer Science)	Anita Vidyalaya, Thannipuzha, Kalady	53.33
March – 2002	SSLC	Govt HSS, Pallarimangalam	61.50

COMPUTER KNOWLEDGE

- Working Knowledge in ERP Modules like SAP and Tally ERP 9.
- Working Knowledge in M.S.Word, M.S.Excel, Power point, Email, Internet....etc.

STRENGTH

- Possess flexibility in adapting to changing management styles
- Ability to understand & analyse Financial informations
- Excellent team management capabilities and Hard working

PERSONAL INFORMATION

Nationality : Indian
 Age and date of birth : 34 Years, 16.05.1986
 Gender : Male
 Marital Status : Married

Contact Address : Padinjareveettil (H), Nellickuzhy P.O, Chuvappumkunnu,
Kothamangalam, Ernakulam - PIN : 686 691.

Residing at :Padinjareveettil (H), Nellickuzhy P.O, Chuvappumkunnu,
Kothamangalam, Ernakulam - PIN : 686 691

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

Date:

Place: Kothamangalam

Sd/-

Hamsa P.M