

TENOSH K.P

**KALATHIPARAMBIL (H)
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CURRICULUM VITAE

PROFILE:

- ❖ Cost and Management Accounting (ICWAI-Inter)
- ❖ Master of Commerce (M Com) from Mahatma Gandhi University
- ❖ Bachelor of Commerce (B Com) from Mahatma Gandhi University
- ❖ Exposure in different functional areas related to Financial Accounting and reporting, Logistics, Purchase and Warehouse management.
- ❖ Exposure in ERP Software – Microsoft Navision
- ❖ More than 3 years of experience in ‘Manufacturing sector’.
- ❖ Has good written, speaking and communication skills, is a hard worker and is quick to learn and adapt.
- ❖ Able to handle responsibilities well and can work on own initiative or as a part of team.

CAREER OBJECTIVES:

“To associate myself with a fast growing organization where I can build a career in Accounts and Finance Sector, where my knowledge and skills will be put to the utmost use.”

EXPERIENCE:

Associated Chemicals Industry

Accountants in charge (Mar 2017 to Till Date)

CURRENT RESPONSIBILITIES:-

- Managing all accounts related activities
- Preparation of various reports on demand of Management
- Checking & filing all GST return on due basis.
- Monitoring & checking the Tally entries

Plant Lipids Pvt Ltd.

Accountants Officer (May 2013 to Feb 2017)

(Plant Lipids Pvt. Ltd is one of the largest manufacturers and exporters of spice oils and extracts in the world supplying more than 500 products to over 80 countries worldwide. Plant Lipids established since 1979 having factory at Hyderabad, Bangalore, Kochi & Sri Lanka)

RESPONSIBILITIES:-

- Service Tax Payment & half yearly return preparation
- TDS payment & Quarterly return preparation
- Excise payment & preparation of supporting for ER1 filing
- Review & approve journal entries.
- Audit Support
- Reconciliation of External / Inter-company Debtors Ledger and confirmation of balance during the annual audit
- Monthly reporting on the Debtors Ageing
- Making Online payment (Citi Bank & HSBC online software for making payments)
- Maintaining Fixed Asset Schedule, Accounting FA, review of FA, Monthly preparing Depreciation Schedule for MIS, inter Branch transaction of FA accounting
- Reconciliation of Bank accounts and inter Branch transaction.

OTHER RESPONSIBILITIES HANDLED:-

One Year and Six month experience in foreign subsidiary Plant Lipids Lanka Pvt Ltd at Sri Lanka. I handled responsibilities other than accounts as follows:-

Logistics:

- Taking quotations from agent & review of tentative shipment details.
- Arranging containers & shipments without delay.
- Reviewing transit and coordinate with destination.

Purchase:

- Contacting suppliers and collecting samples.
- Bargaining the price, issuing the PO and arranging delivery

Warehouse

- Maintaining stock recodes and issue details.

Nippion Toyota.**Accounts Executive (2011 to 2013)**

- Handle companies' as well as director's service tax & TDS
- Reconciling inter branch transaction
- Recording all transaction related activity
- Reconciling Banks & arranging funds
- Timely submission of various statutory returns
- Maintaining Filing System
- Generating Reports

TATA Tetley, W/island, Cochin

- Sub-Store In charge/worker in production
- Making requisition & getting required packing material as per the production plan
- Recording data related material collection, issue & normal misuse
- Ensure adequate Quality & Quantity
- Monthly & yearly stock taking
- Proper arrangement of transportation & stacking
- Ensuring best usage of available materials
- Issuing credit note against poor quality materials
- Running the machine to achieve finished goods as per the daily production plan
- Actively participation of all areas of production

ACADEMIC RECORD

QUALIFICATION	BOARD/UNIVERSITY/INSTITUTE	YEAR OF PASSING	MARKS
MCOM	M G University	MARCH 2018	59 %
BCOM	M G University	MARCH 2010	59 %
PLUS TWO	Govt. of Kerala	MARCH 2003	59 %
SSLC	Govt. of Kerala	MARCH 2001	58%

TECHNICAL SKILLS

Operating Systems: Windows
Software Packages: Microsoft Dynamic NAV, Tally, Microsoft Office

PERSONAL PROFILE

Date of birth: 24-05-1984
Age: 37 years
Sex: Male
Marital Status: Married
Languages known: English, Malayalam
Interests: Sports, Travelling, Music
Permanent address: Kalathiparambil (H), Edacochi P.O,
Cochin-682010,
Kannangattu Temple Road, Ernakulam

DECLARATION

I hereby declare that above furnished details are true and best of my knowledge.

Yours sincerely

Place: Edacochi
Date: 07/03/2022

Tenosh KP