

RESUME

RINURAJ PT

PADINHARE THERATH (HO)

PONMERI PARAMBIL (PO)

VATAKARA (VIA)

KOZHIKODE (DIST)

KERALA-INDIA

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Career Summary

- A detailed oriented professional with excellent knowledge of accounts possesses rich experience 8+years of experience in financial planning, analysis and accounting principles GAAP
- Admirable capacity to improve and maximize overall business and finance function
- Integration through effective communication processes.
- Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
- Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization
- Innovator with creative skills and experiences to improve overall business processes.
- **Academic Qualifications**

M.com	2012	55%
B.com	2009	56%
HSC	2006	60%

Technical Skills

- Experienced in Working on Quickbook
- Experienced in working on Tally ERP 9.0
- Advanced MS Excel skills including Lookups and Pivot tables.
- Well versed with MS office
- Experienced in Working on HRMS Payroll Software.
- Experienced in Working on Fixed Asset Software.
- Experienced in Working on DMS(Maruti) software.
- Experienced in Working on DMS(Skoda) software.

Professional Experience

Malabar Head Quarters (MHQ)Calicut-2018 Aug to present

Assistant Manager-Accounts

- GST return submission GSTR-1&GSTR 3B upload and submit all return
- GST input Tax credit Reconciliation match GSTR 2A and GSTR 2 to minimize difference to maximize setoff
- Handling of other GST related matter such as E-Way bill, DRC returns etc...
- Prepare monthly Bank Reconciliation for daily operating Bank Account
- Managed payroll function for 435 employees through HRMS
- Calculation of Salary,bonus,and other incentives of employees
- Ensuring bonus&Gratuity payouts are calculated for employees
- Preparation and finalization monthly salary&arrear as per CTC, statutory deduction, Loan,advance deduction thereon &verifying
- Preparaton and e-filing of TDS Statements
- Preparing and generating Monthly ECR Statements for EPFO
- Preparing ESIC Challans on monthly basis
- Preparation and e-filing of ESIC and EPFO Returns

Pinnacle Skoda Pvt Ltd- Calicut-2015 May to2018 July

Assistant Manager-Accounts

- Calculation of TDS/TCS Statement deduction/payment& filing return
- Performance monitoring of account executives and accounts.
- Maintain contact with clients giving them regular updates
- In charge of budget and administration

- Providing detailed information and reports to the directors of the Company as and when required.
- Preparation of cash and receivable forecast on monthly basis.
- Analysis of open receivable AR provision on monthly basis.
- Preparation MIS on monthly basis
- Monitoring revenue and expenses
- Checking of monthly stock and preparation of monthly stock statement and submission of closing stock statement
- Receiving cash from sales and service department and preparing day to day cash statement and also maintaining petty cash.
- Calculation of workers overtime allowances and any other benefits due them.
- Preparation and filing of GST return on monthly basis and ensure timely monthly payment of output GST

Popular Vehicles& Services Pvt Ltd Vatakara 2013 Dec to 2015 March

Held the following 2 progressively responsible positions

Accounts In charge

- Prepared age wise debtors collection report
- Prepared Monthly closing report(MCR) for HO
- Prepared Monthly Performance Report(MPR)
- Supervise and develop accounting team of 8 members
- Monthly closing and preparation of monthly financial statements.
- Consolidation and evaluation of data
- Taking care of TDS,PF,ESIC,EWFetc. of the employee and preparing invoices and memos
- Working closely with other Junior accountants to ensure that duties run smoothly
- Monitoring revenue and expenses
- Review accounts payables and receivables
- Involving in deciding the pay package for different designations

Accountant

- Managed payroll function for 110 employees
- Preparation of the age wise debtor statements and accounts receivable statement
- Reconciled multiple bank accounts

- Prepared interbranch reconciliation
- Calculation of Salary,bonus,and other incentives of employees
- Prepared Manpower report for HR department

FlytechPvt.Ltd (Bengaluru) 2009 June to 2010 July

Accountant

- Daily combined cash report prepared for senior management
- Assist in preparing budgets and forecasts
- Contact vendors for invoice to meet month end payments
- Prepared various report relating to debtors for senior Management
- Assist with tax filings

Academicals project

Area of project: Brand preference &customer satisfaction

Organization: V.K.C.Fortune Elastomers Pvt. Ltd

Additional information

Date of birth:21-09-1988

Marital Status: Married

Nationality: Indian

Passport no: K4453243

Date of expiry: 28-06-2022

Languages known: English, Hindi, Malayalam

Hobbies: Travelling, reading

Strengths: Creative, Discipline

Declaration

I hereby declare that the information furnished above is true the best of my knowledge.

Date:

(Rinuraj)

Reference

Chandran N

General Manager

Malabar Group of Companies

9072326912

