

## **RESUME**

### **JAYAKUMAR.S.**

Santha Nivas, palliyarakavu Road, Aroor-688534

Mobile: +91 8547473717

Email: jksantha@gmail.com

### **ACADEMIC QUALIFICATION:**

---

BSC MATHEMATICS FROM KERALA UNIVERSITY

DIPLOMA IN COMPUTER PROGRAMMING & PC APPLICATIONS

•

### **KEY SKILLS AND COMPETENCIES:**

- 
- Experience in Accounts, Administration , Fianance, Warehouse Management , Inventory Management & logistics
  - Good communication skills with a keen and enthusiastic nature for acquiring knowledge.
  - Good skills in finalising accounts, filing GST ,
  - Good knowledge in TDS, TCS etc.

### **ADDITIONAL:**

- 
- Appearing cases in GST, INCOME TAX, KVAT, SERVICE TAX
  - Fluent in English, Malayalam and Hindi

### **PERSONAL DETAILS:**

- 
- Age and Date of Birth: 52 years old, born 24th April, 1969
  - CASTE –HINDU, NAIR,

## WORK EXPERIENCE:

---

- FROM 06/01/2022 TO TILL DATE
- PMB ASSOCIATES LLP , MANAGER (FINANCE & ACCOUNTS)
- MAIN DUTIES TO CHECK THE PROJECT COSTINGS AND SANCTION THE PROJECT WORK SANCTION PURCHASES , SANCTION PAYMENTS, REPORTS OF OVERHEADS, RECEIVABLES FROM PROJECTS, COMPLETED PROJECTS PROFIT CALCULATION, COLLECTION FROM ONGOING PROJECTS, COMPANY'S FINANCIAL POSTION REPORTS PRESENTATION BEFORE THE DIRECTORS, GST FILING AND PREPARATION, TDS PREPARATION, SALARY SANCTIONING, SITE EXPENSES CHECKING AND SANCTIONING ETC.
  
- FROM 1/12/2019 TO 05/01/2022
- JKL AGENCIES , ERNAKULAM- ACCOUNTS MANAGER
- MAIN DUTIES ARE TO CHECK DAILY ACCOUNTS, FINANCIAL POSITIONS, PENDING COLLECTIONS, MONTHLY GST RETURNS, COLLECTION OF TDS , REMITTANCE OF TDS, CHECKING TCS COLLECTED BY SUPPLIER. GST RETURNS MONTHLY AND YEARLY, KVAT CASES PENDING CLEARING , APPEARING BEFORE THE OFFICIALS OF KVAT & GST AUTHORITY , FINALISING THE ACCOUNTS AFTER THE YEAR END.
  
- *FROM 1/2/2012 TO 30/11/2019*
- *CITY GLASS & GLAZING PVT LTD , ERNAKULAM- ACCOUNTS MANAGER*
- *CHECKING DAILY ACCOUNTS, FINANCIAL POSITIONS, PENDING COLLECTIONS, MONTHLY GST RETURNS, COLLECTION OF TDS , REMITTANCE OF TDS, KVAT, GST RETURNS MONTHLY AND YEARLY, KVAT CASES PENDING CLEARING , APPEARING BEFORE THE OFFICIALS OF KVAT & GST AUTHORITY , FINALISING THE ACCOUNTS AFTER THE YEAR END CHECKING THE RETURNS IN REGISTRAR OF COMPANIES. ( TWO COMPANIES SELFLOCK SYSTEMS INDIA PVT LTD & CHOICE HOME CARE SOLUTIONS ARE ALSO LOOKED AFTER BY ME AT THE SAME TIME AS THE SAME ARE OWNED BY SAME DIRECTORS).MONITORING THE PROJECT SALES AND SERVICE WORK ALSO ENSURING THE PAYMENTS FROM THE PROJECT IN TIME.*
  
- *FROM 01/01/2010 TI 28/01/2012*
- *TECHLIFE INDIA, ERNAKULAM - MANAGER*
- *CHECKING DAILY ACCOUNTS, FINANCIAL POSITIONS, PENDING COLLECTIONS, MONTHLY KVAT RETURNS, GST RETURNS MONTHLY AND YEARLY, KVAT CASES PENDING CLEARING, APPEARING BEFORE THE OFFICIALS OF KVAT & AUTHORITY, FINALISING THE ACCOUNTS AFTER THE YEAR END . MONITORING THE SALES AND SERVICE TEAM . ADMINISTRATION IS ALSO A PARTY OF MY DUTY.*

- *FROM 1/12/2003 TO 31/12/2009*
- *ARUNS COLOR LAB, ERNAKULAM- MANAGER*
- *BEFORE WORKED AT ARUNS COLOR LAB AS MANAGER FROM 01/12/2003 TO 31/12/2009 CHECKING DAILY ACCOUNTS, FINANCIAL POSITIONS , MONTHLY KVAT RETURNS, GST RETURNS MONTHLY AND YEARLY, KVAT CASES PENDING CLEARING , APPEARING BEFORE THE OFFICIALS OF KVAT AUTHORITY , FINALISING THE ACCOUNTS AFTER THE YEAR END .ADMINISTRATION OF THE FIRM IS ALSO A PART OF MY DUTY*

- *FROM 01/10/1998 TO 30/01/2003*
- *CEARS CONSUMER PRODYCTS (C&F - MADHURA COATS LTD)- C&F MANAGER*
- *CHECKING DAILY DISPATCH SCHEDULE , ORDER PENDING, ARRANGING VEHICLE FOR DISPATCH, COLLECTION CHECKING AND ARRANGING REMITTANCE , ADMINISTATION OF C& F STAFF, SETTLING THE EXPENSE BILLS ,STOCK DECEPREANCY TAKING QUARTERLY , STOCK DISCREPANCY FOUND OUT ETC.*

- *FROM 1/9/1989 TO 30/09/1998*
- *ST.MARY'S OIL MILLS, AROOR-MANAGER*
- *CHECKING DAILY DISPATCH SCHEDULE , ORDER PENDING,, COLLECTION OF OVERDUES , PAYMENT TO PURCHASING TEAMS OFFICE ADMINISTRATION ,CHECKING ACCOUNTS OF THE FIRM, MANGING FINANCIAL POSITION OF THE FIRM . PRODUCTION CONTROLLING,ARRANGING VEHICLES FOR TRANSPORTING GOODS.*

*JAYAKUMAR*