

Curriculum vitae



Name	Sebastian P V
Date of Birth	08.04.1986
Nationality	Indian
Address	Punnackal House Pallithodu P O, Thuravoor Cherthala, Alappuzha – 688 584
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EDUCATION AND LEARNING

March 2007	Bachelor of Commerce (Taxation) – Masters College Thuravoor
March 2004	Senior Secondary - Masters College Thuravoor
March 2002	Secondary School Leaving Certificate – ST: Sebastian's School Pallithodu

PROFESSIONAL EXPERIENCE

Current Employer:

Ashjoe Cold Chain Establishment (Manufacturing Firm at Aroor Alappuzha).

Designation: Assistant Manager Accounts and Commercial from Jan 2019

- Forecast monthly, quarterly and annual results
- Maintain banking relationships and negotiating loans and merchant services for business units
- Maintaining our accounts system
- Preparing and presenting financial reports for meetings
- Supervise a team of Accountants
- Preparing financial reports and submissions to relevant government entities
- Arranging financial audits and reviews as required
- Statutory Payments and Returns (GST, PF, ESI and Tds)
- Control over Finance Department activities
- Consult board members about funding options
- Recommend cost-reducing solutions.
- Monthly Stock Audit
- Bank Reconciliation & Banking.

Previous Experience

Worked as Senior Accountant in Popular Mega Motors (India) Ltd., Kochi (A Kuttukaran Group Concern) From August 2016 to December 2018

For Popular InfoTech (P) Ltd. (An IT division of Kuttukaran group) based at Mumbai.

- Complete accounting up to finalization of Popular InfoTech (P) Ltd.
- Handling day to day accounting, reconciliation of bank accounts, fund management etc.
- Payroll preparation and Disbursement.

- Statutory payments like VAT, Service Tax & TDS and the filing of statutory returns, issue of TDS certificates.
- Keeping update of Sundry debtors, payment of salary, computation of TDS on salary, communication with directors and employees based at Mumbai.
- Co-ordinate with Auditors in IT Assessment proceedings.
- Monthly MIS Preparation

For Popular Mega Motors (India) Ltd. – distributor of Tata Motors Ltd. (Commercial - Vehicles)

- Consolidation of monthly TDS reports from branches and TDS remittance. Filing of e- TDS returns and necessary corrections. Issue of TDS certificates.
- 26 as reconciliation and verifications
- Co-ordinate with Auditors in IT Assessment proceedings.
- Monthly verification of provision entries and expense allocations

Worked as Senior Executive - Accounts in Kinder Hospitals Cherthala and Bangalore, Having around 300 strong workforces. From 26.10.2011 to 01.08.2016.

- **Kinder Women's Hospital and Fertility Centre Pvt Ltd Cherthala**
- **Kindorama Healthcare Private Limited Bangalore**
- **M/s Arun and Anoop (Chartered Accountants - Consultant for Kinder Hospitals) Ernakulam.**

Duties Done

- Experience in Handling Daily Cash Collection.
- Experience in daily Petty Cash and Payment transaction entries.
- Book keeping in Tally
- Appeared before tax authorities for income tax and Vat related issues.
- Experience in Prepare Monthly Collection Report and Bank Reconciliation Statements

- Preparing Different Types of Financial Reports to excel According to the needs.
- Experience in VAT & Luxury Tax Return filing to Kerala commercial taxes.
- Experience in Service tax payments and return filing.
- MIS preparation
- TDS payment and related return filings
- ESI and PF Preparation and Return Filing.

M/s Thomas Shanti & Co (Ernakulum)

Worked as Audit Executive from 12.08.2010 to 25.10.2011

Responsibilities

- Geojit BNP Paribas branch audit in Tamil Nadu,
- TVS/TVH cash and stock audit in Kerala,
- L'Oreal stock and Process audit in Aluva,
- Malappuram KYC audit in Kerala and Tamil Nadu
- Muthoot KYC audit in Kerala and Tamil Nadu

Additional Qualification

Tally Accounting Program

Computer Proficiency

Tally, M S Office

Strengths

Optimistic, Team player, Self -confidence and Focused, Hard Worker

Languages Known

- Malayalam, English Tamil & Hindi (Speak)

Declaration

I hereby declare that all the information given is true in best of my knowledge and to my belief.

Reference

- CA. Dahlia. M. George, Associate Finance Manager, Kinder Women's Hospital and Fertility Centre (P) Ltd, Cherthala. Phone: 8606702230

Date :12.01.2022

Sebastian P V