

## **RESUME**

### **SREEKANTH A. SHENOY**

12/198 , Vaishnavam,  
Inchackal Kavala, Manickamangalam P.O.,  
Kalady – 683 574, Kerala.  
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### **Objective :**

Seeking a position in Finance with an organization of high repute where I can use my knowledge and to learn new area of accounts and help firm grow, while maintaining the financial and managerial procedures as per Industry standards.

### **Work Experience :**

- ❖ Manager - M/s. Nandana Surgi Care, Ernakulam – From 07.10.2019 to till date.

#### **Key Responsibilities:**

- Managing day-to-day activities of the Office like receipts and payments and processing of Orders from the clients, Preparation & Submission of Quotations, Procurement of products, etc.
- Managing Accounts of Payables & Receivables, Fixed Asset register, Inventory register, GST calculation and filing on monthly basis and preparation of P&L, etc.

- ❖ Deputy Manager – Accounts - Choice Equity Broking Pvt. Ltd., Ernakulam - 20.04.2006 – 15.08.2019. ( Formerly with Inditrade Capital Ltd. ( JRG Group of companies ) from 20.04.2006 to 31.12.2018 and shifted from 01.01.2019 to 15.08.2019 after the sale of Broking business to Choice Equity Broking Pvt. Ltd. )

#### **Key Responsibilities:**

- Managed Accounts of Payables & Receivables, Provisions and Prepaid Expenses, Intercompany Fund Management, etc.
- Maintained accounting ledgers, Fixed Asset register, Inventory register and participated in preparation of the P&L and Balance sheets.
- Preparation of GST/TDS calculation and filing on monthly basis and its reconciliation.
- Analyzed monthly and quarterly expenditure statements and reports presented to senior management.
- Prepared documentation for Quarterly/Annual Internal & External audits.
- Provided leadership and accounting advice for the team members.
- Handling of NBFC accounting.

#### **Key Achievements:**

- Implemented regular workflow monitoring procedures that helped to reduce month-end close time.
- Reduced company expenditures by consistently detecting potential cost savings.
- Participated in the Plumsoft ERP customization for accounting part.

- ❖ Assistant Accountant - M/s. Star Homes, Cochin - 17.11.2003 - 19.04.2006.

#### **Key Responsibilities:**

- Managed Accounts of Payables & Receivables, Provisions and Prepaid Expenses, Intercompany Fund Management, etc.
- Managed Cash book, Bank reconciliation, Journals, Inventory, etc.
- Preparation of VAT/TDS calculation and filing on monthly basis and its reconciliation.
- Prepared documentation for Quarterly/Annual external audits.

❖ Accountant - Pulikkal Surgical Distributors ,Kochi - 05.01.1999 - 15.03.2003

**Responsibilities:** Handling of Cash Book, Journals, Bank Reconciliation, Purchase and sales, Maintenance of stock register, Accounts of Payables & Receivables, etc.

❖ Cashier cum Accountant - S.R. Fuels, Ernakulam - 15.07.1997 - 31.12.1998.

#### **Skills :**

- ❖ Ability to acquire new skills and professional knowledge quickly and easily
- ❖ Dedicated, Responsible, Hard working and a good team player
- ❖ Budget development & tracking, Analytical skills, Vendor Negotiations
- ❖ Problem solving & Time management

#### **IT Skills :**

Tally, MS-Office , Plum-Soft ERP (Back-office Software)

#### **Academic Qualifications :**

Sl. No.	Examination	University	Year	% of Marks
1	PGDFM	IGNOU	2007-2009	
2	B.Com. Degree	Kerala	1994-1997	58 %
3	Pre-Degree	Kerala	1992-1994	52 %
4	SSLC	Board of Public Examinations, Kerala	1992	74 %

#### **Personal Details :**

Age & Date of Birth : 44 years, 31.05.1977  
 Name of Father : V. Anantha Krishna Shenoy  
 Religion : Hindu  
 Marital Status : Married  
 Sex : Male  
 Passport No. : K0061176 , 23.01.2022  
 Languages Known : English, Malayalam, Hindi, Tamil, Konkani

#### **Reference :**

##### **Biju S**

Sr Manger – Accounts  
 Inditrade Capital Ltd., Kochi.  
 Mob : 96332 78293

##### **Fahad T M**

Practicing CA, Tirur  
 Mob : 94963 37346

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

**SREEKANTH A. SHENOY**