Contact Information

**JomyKannampuzha Jacob Email:** kjomyjacob@yahoo.com

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P**.O PAZHUVIL**

**Thrissur**

Personal Information

**Age &Date of Birth :**  45 Yrs., 20 Aug 1975

**Gender :**  Male

**Education details & Experience**

**Relevant Experience**  : 10+ Yrs.

**Skills :Tally**, Accounts, FinancialAnalysis, Income

Tax &GST, ComputerOperations,etc…

**Industry of Exposure :** Bulk mailing-General Asst., Engg. & Cutting

Tools-Accounts & Financial Analysis, Tax&

Accounting Consultancy

**Category :** Finance &Accounts, Others

**Roles :**Accounts,Manager - Financial Planning/

Budgeting,Tax Planner, Financial Analyst

**Current Employer : M/s Kamalraj Associates,**

**Chartered Accountants**

**Previous Employers : M/s SreeMookambika Institute of Med. Sci.**

**M/s Kocon India (P) Ltd.**

**M/s Exactum Tools(P) Ltd.**

**M/s Mail Related Services**

***M/s Mass Mialing Centre***

**Diploma :** Office Admn. &Secrataryship, Ms Office,

Foxpro Programming

**Degree : M. Com.** (Uty. of Madras)

**MBA**(Fin.Mgt.)-(IGNOU)

**PGDHRM**(IGNOU)

Detailed Resume in the Next Pages.

**.At M/s Kamalraj Associates - Chartered Accountants**

Preparation of accounting records for various requirements and maintaining documents. Preparation of Project wise reports for analysing profits of each project.

Monthly filing of GST-GSRT1,3B and necessary documentation and compilation.

Preparation and filing of erstwhile WCT and filing of returns,VAT Return filing,ST3 filing.

Preparation of various kinds of reports which are needed for analysing financial facts

Preparation of accounting records as per Income Tax requirements and maintaining documents for various needs.

Preparation of Project wise reports for analysing profits of each project.

Preparation of various kinds of reports which are needed for analysing financial facts of the concern etc...

**.At M/s Padanilam Welfare Trust (Group of Colleges/Charitable Trust) from June 2010 to May 2013.**

**Areas of Exposure**

**BOOK KEEPING, PREPARATION OF BOOKS OF ACCOUNTS FOR INCOME TAX, PREPARATION OF PROJECTION STATEMENTS FOR VARIOUS NEEDS**

Preparation of accounting records as per Income Tax Scrutiny as per the instructions received from Auditors and maintaining documents for College Fees and revision related matters.

Preparation of the documents for filing Monthly VAT Return for Pharmacy sales and related matters.

During my period of service I have streamlined the accounts based on the statutory requirements (i.e.) by compiling the provisions of the income Tax ACT as per section 12AA for trust registration’s compilation & TN-VAT Act.

Preparation of various kinds of reports which are financial in nature for internal needs. Etc…

Contd…

**.At Tandem Consulting Pvt. Ltd.( Out Sourcing Unit of M/s. PREMIUM COATINGS AND CHEMICALS PVT. LTD.) From March 2009 to August 2009**

**Areas of Exposure**

**BOOK KEEPING, SALES TAX/VAT, CENTRAL EXCISE MATTERS HANDLING,PREPARATION MONTHLY STATEMENTS (MIS), MONETARY FORECASTING &CONTROL OF FUNDS**

Preparation oftheaccounting records of Paint Manufacturing unit.

Preparation of the documents for filing Monthly **VAT** Return.

Maintenance of **PLA, RG I, RG 23 A- Part II, RG 23 C** for Central excise. Handling of **Abatement** related issues for the unit and inspecting the records for Service Cenvat Documents and verify the authenticity for availing Cenvat Credit.( CENTRAL EXCISE) and Verification of **ARE – I & ARE III** and **CT – 3** forms for filing the EOU/SEZ units.

Preparation of Monthly statements for internal requirements, so as to evaluate the existing financial facts of theconcern (Financial Judgment). And giving suggestions to the management for improving the running procedure especially with related to flow of funds and preparation of required reports as per the requirements of the Management.

Finalisation of yearly accounts for filing returns like ROC, Income Tax, Service Tax, TN-VAT etc….

**· At M/s. Kocon India (P) Ltd.**

**(Sep 2007 to Feb 2009)**

Areas of Exposure

**BOOK KEEPING, , SALES TAX, SERVICE TAX, CENTRAL EXCISE MATTERS HANDLING, PREPARATION MONTHLY STATEMENTS, MONETARY FORECASTING & CONTROL OF FUNDS**

Preparing the books of accounts, bills vouchers and other supporting documents.

Sales tax consultation (i.e.) filing monthly tax return and preparation of reports of assessment. Service Tax, Central Matters Handling.

Preparation of letter correspondence for outside parties as per the requirements for suppliers, customers etc... .

**Contd…**

Preparation Monthly statements for project wise accounts statements for internal requirements, so as to evaluate the existing financial facts of the concern.(Financial Judgment). And giving suggestions to the management for improving the running procedure especially with related to flow of funds.

Developing Internal Control systems by periodically evaluating the existing system and by considering the defects in the existing system.

Developing Programs in Visual FoxPro for developing the Internal Control system especially with regard to the facts and maintenance of the financial facts, supplier facts, price details etc…,

Giving Suggestions to the Management for Overall affairs of the concern, especially with related to Accounts and Finance.

**· At M/s. Exactum Tools Pvt Ltd**

**(From May 2000 to August 2007)**

Areas of Exposure

**BOOK KEEPING, PREPARATION BILLS AND OTHER DOCUMENTS ETC.., PREPARATION OF LETTER CORRESPONDENCE, SALES TAX MATTERS HANDLING, PREPARATION BUDGETS AND MONETARY FORECASTING AND CONTROL OF FUNDS**

Preparation of books of accounts, bills vouchers and other supporting documents. Sales tax consultation (i.e.) filing monthly tax return and preparation of reports of assessment.

Preparation of letter correspondence for outside parties as per the requirements for suppliers, customers etc... .

Preparation of Budgetary reports like working capital, Cash Budget, Sales & Expenses budget by compiling the previous facts & applying the idle sources in an efficient manner so as to earn favourable return.

Preparation of project reports for availing loan from banks & further analyzing the application of funds in the normal Ventures.

costing statement- for jobs in order to ascertain THE FESIBILITY of a job/project.

Assisting in finalisation of accounts and information, for complying yearly/Half yearly/Quarterly for various statutory fulfilments.

**Contd…**

**· At M/s.Mass Mailing Center**

**(From November 96 to March 2000)**

Areas of Exposure

**COMPUTER OPERATION & RESPONSE LETTER CORRESPONDENCE GENERATION.**

Generating letters for the customers of Credit cards through a pre coded letters/templates through Software `Legesy'.

Also altering the contents of letters (QC) if any deviated response is needed for customer's queries.

**· At M/s.Mail Related Services**

**(From April 93 to November 96)**

Areas of Exposure

**COMPUTER OPERATION, PROGRAMMING IN FOXPRO & HANDLING LETTER CORRESPONDENCE**

Developing programs in FoxPro for handling Inward mails and to preserve the information for the letter received and to take reports in tabular form- Individual department wise, date wise for maintaining the details of letter/correspondence and for responding queries as per the needs of Citibank employees/officers.

Handled daily storing of Destroyed card entries for hot listing and for cancellation, and to send the same to relevant department of M/s Citibank.

Opening Letter and sent to individual department wise based on the contents of the letters/correspondence.

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