

**Siva Prasad V.**

Pisharath House,  
Malekadu Road, Manakunnam  
Udayamperur, Ernakulam Dist.  
Kerala - 682 307  
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**Curriculum Vitae**

<b>Personal</b>	
D.O.B.	30 <sup>th</sup> May, 1977
Languages Known	English, Hindi, Malayalam & Tamil
Marital Status	Married
Father's Name	Shri. N.Venkitramanan Potty
Permanent Address	Pisharath Madom, Kannankulangara, North Paravur, Ernakulam Dist. Kerala – 683 513
<b>Experience</b>	
<p>Since February 2016 <b>Ensign Safety Academy &amp; Consultants Pvt Ltd.</b> (UK Accredited Safety Course Provider) Responsibilities</p>	<p><b>Manager Finance &amp; Admin (Location – Cochin)</b></p> <ul style="list-style-type: none"> <li>• Finalisation of Accounts upto Balance Sheet</li> <li>• Banking operations</li> <li>• Follow-up for payments and credit control</li> <li>• Preparation of statements for TDS and GST.Return</li> <li>• Reconciliation of Bank A/cs, Debtors and Creditors.</li> <li>• Co-ordination with UK accreditation Policies and procedures</li> <li>• UK exam scheduling, trainer and class arrangements for Cochin and associates all over India</li> <li>• Written/Oral Communication with NEBOSH[UK], IOSH[UK], British Council and other associates.</li> <li>• Day to day office management</li> </ul>
<p>September 2009 to October 2015 <b>Timeus Interactive Services Pvt Ltd.</b> (Website Development and online marketing) Responsibilities</p>	<p><b>Sr. Accountant (Location – New Delhi)</b></p> <ul style="list-style-type: none"> <li>• Finalisation of Accounts upto Balance Sheet</li> <li>• Banking operations</li> <li>• Follow-up for payments and credit control</li> <li>• Preparation of statements for TDS and Service Tax.</li> <li>• Reconciliation of Bank A/cs, Debtors and Creditors.</li> <li>• Preparation of Quarterly Sales &amp; Incentive Statement</li> <li>• Preparation of Monthly &amp; Quarterly Financial statements for Microsoft</li> <li>• Disbursement of gifts &amp; cheques under Different Microsoft Promos</li> <li>• Email &amp; Oral Communication with Microsoft Stake Holders and Microsoft Partners.</li> <li>• Preparation of Letters, Quotations, Worksheets, etc</li> </ul>
<p>July 2008 to August 2009 <b>Jagan Lamps Ltd.</b> (Manufacturers of Loco Bulbs) Responsibilities</p>	<p><b>Accounts Executive. (Location – New Delhi)</b></p> <ul style="list-style-type: none"> <li>• Bank operations</li> <li>• Follow-up for payments and credit control</li> <li>• Preparation of statements for TDS, Service Tax, EPF, ESI &amp; VAT</li> <li>• Preparation of All Vouchers &amp; Invoicing</li> <li>• Reconciliation of Bank A/cs, Debtors and Creditors</li> </ul>

<p>September, 2006 to June, 2008  <b>D.B Corp Limited</b>  (Leading Hindi Newspaper Daily in the brand name of <b>Dainik Bhaskar</b>)</p> <p>Responsibilities</p>	<p><b>Finance Executive. (Location – Bhopal)</b></p> <ul style="list-style-type: none"> <li>• Assist to Newsprint Finance Department</li> <li>• Preparation of Daily &amp; Monthly Compiled Newsprint Wastage Report of around 30 Branches</li> <li>• Assisted in preparation of Monthly Newsprint Budget</li> <li>• Analysis of Budget Vs Actual usage of Newsprint in Branches</li> <li>• Preparation of Variance reports of Newsprint and follow-up for corrections.</li> <li>• Assisted in compilation of Annual Financial &amp; Material Budgeting of Branches</li> <li>• Preparation of Summary Reports of branches from SAP through Excel Tools like Vlookup, Hlookup, Pivot, etc.</li> </ul>
<p>January 2005 to August 2006  <b>Arya Filaments Pvt. Ltd.</b>  (Manufacturer of GLS, CFL &amp; HID Lamps)</p> <p>Responsibilities</p>	<p><b>Executive [Accounts &amp; EDP]. (Location – Indore)</b></p> <ul style="list-style-type: none"> <li>• Assist to Marketing Department</li> <li>• Making Proposals &amp; Quotations</li> <li>• Preparation of Govt. Tenders</li> <li>• All Computer related works</li> <li>• Preparation of Stock statement of Branches</li> <li>• Logistic arrangement for materials transfer to branches</li> </ul>
<p>March 2001 to December 2004  <b>Surat Goods Transport Service</b>  (Transport &amp; Logistics Organisation)</p> <p>Responsibilities</p>	<p><b>Assistant [Accounts &amp; EDP]. (Location – Indore)</b></p> <ul style="list-style-type: none"> <li>• Day to day Branch Operations</li> <li>• Preparation of daily reports and monthly reports</li> <li>• Data feeding on Oracle &amp; Foxpro Based packages</li> <li>• Preparation of Stock Statement</li> <li>• Preparation of Letters, Quotation and Worksheets</li> <li>• Handling Cash &amp; Bank Payments..</li> <li>• Invoicing, Voucher Making, Bank Reconciliation, etc</li> </ul>
<p>Present Salary</p>	<p>Rs.42000/- P M</p>
<p><b>Qualification</b></p> <p>Educational</p> <p>Technical</p>	<ul style="list-style-type: none"> <li>• Diploma In Business Management from ICFAI University, Tripura</li> <li>• B.Com'97 from Mahatma Gandhi University, Kerala</li> <li>• Diploma in Computer Applications</li> <li>• Passed Typewriting (English) Examination Conducted by the Kerala Technical Examination Board (Speed 55 w.p.m.)</li> </ul>
<p><b>Computer Knowledge</b></p>	<ul style="list-style-type: none"> <li>• MS Word &amp; Excel</li> <li>• Internet Explorer</li> <li>• Outlook Express</li> <li>• ERP Packages based on SAP, Oracle &amp; Foxpro</li> <li>• Accounting Software [Tally 9, Flash &amp; Tata Ex]</li> </ul>

(SIVA PRASAD V)