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| **CMA.SARATH KURIAN**  Kunnumpurathu House  Puthenangady Kottayam, Kerala, India-686001   Mob#+91-9745049870(whatsup)  E.mail-sarath63@gmail.com  **.** Skype Id-sarath.kurian1 |  |

# Profile

A qualified management accountant from the Institute of Cost accountants of India (ICAI) having 13 years of experience in the field of manufacturing, telecom& financial shared service, hospitality&healthcare sectors.

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| **Financial packages** | | | **Computer Knowledge** | | | |
| * SAP ( | FI module)& Lawson | | * Mic | rosoft | Excel | |
| * Tally | ERP | 9,WINHMS,IDS | * MS | Word | &Power | point |

# Objective

To secure a position offering greater responsibility, more flexibility and new challenges, in which to exercise skills already obtained, and to provide services to the satisfaction of my superiors and the management.

# Professional Experience

**West Wood Hotels UAE-**It is leading restaurant& night club located in Ajman UAE for entertainment under the ownership of Holiday Group a major diversified conglomerate having 2 divisions trading &hospitality. Group is recorded with $500M annual turnover & 2000 skilled employees.

**In- house Consultant**  -August2020 onwards

Chief Accountant -May-2018-Aug-2020.

* *Ensure bank reconciliation &vendor reconciliation on monthly basis.*
* *Monthly closing of books and financial statement preparation for reporting purpose.*
* *VAT filing &computation on quarterly basis.*
* *Liaise with internal/external auditors for providing required information.*
* *Payroll preparation & ensuring WPS compliance with in the time frame.*
* *Tracking &monitoring of fixed assets as per company policy.*
* *Yearly Budget preparation & variance analysis on monthly basis.*
* *Team building &management.*
* *Inventory management includes assessing food cost, beverage cost on monthly basis.*
* *Ability to identify operational risks and proactively develop mitigation strategies.*
* *Working with cross-functional teams including Operations, Engineering, Marketing to understand and improve financial performance*

**Muthoot Fincorp Ltd -** *Muthoot Fincorp is a finance company and registered NBFC .Company having 3800 branches all over India and providing gold loan & other loan products including Auto loans, Home Loans, Micro Finance Loans, Investment products.*

**Deputy Manager (F&A)*,*** October 2017 to March 2018.

Asst: Manager (F&A), November 2014 to September 2017.

## Independently handling accounts of their health care &hospitality division

* *Handling accounts up to finalization.*
* *Preparing financial statements like P&L & balance sheet etc.*
* *Preparing Budget & variance analysis on monthly basis.*
* *Complying with statutory requirement and periodical filing of TDS, GST etc*
* *Dealing an inevitable role in purchase, administraitive&general role of unit.*
* *Costing&profitalibility analysis of various depts. in the healthcare unit.*

**NGA HR (INDIA) PVT LTD, COCHIN** – *Multimillion-dollar Company rendering Payroll outsourcing and HR Consulting and HR outsourcing. NGAHR is a Indian subsidiary of NGA Human resource UK Ltd.*

**Senior Associate,** July 2012 to October 2014.

### Accounts Payable compliance operation:

* Invoice Posting in UK region.
* Vendor Reconciliation.
* BACS (Banking automated clearing service) rejection process & maintaining of rejection tracker.
* Processing of RFP(Request for payment) on Share point
* Creation of payment proposal & Payment Run in SAP.
* Manual payment process for employees and posting manual payment to employees account.
* Clearing and tracking open items in GL

## Procurement.

* Execute PO change activity, work with the business line
* To provide timely, accurate and relevant service related information in order for them to be delighted
* Create Purchase requisitions.
* Worked closely with category managers particularly in financial services, Constulancy etc.
* Participate in process improvement initiatives or special projects as assigned
* Responsible for tracking and monitoring contract changes, deliverables and maintaining associated documentation.
* Provide contracting support to internal stake holders.

**DISHNET WIRELESS LTD (AIRCEL), COCHIN** – *Largest Telecom service provider in India. Joint Venture of Maxis group of Malaysia and Apollo group India*

**FINANCE CO-ORDINATOR,** April 2011-April 2012

### Financial accounting:

* Booking and verification of vouchers (operational Expenses)
* Major Vendor Reconciliations and resolution of disputes.
* Month End Provisioning of Expenses and accounting of the same.
* Preparation of List of Deliverable Schedule (LODS) for quarterly internal Audit.
* Preparing MIS such as cash flow, movement of provisions etc.

### Taxation:

* Statutory Compliances with respect to VAT, WCT.
* Calculation of Works Contract Tax and issuance of Form 20 F for deduction of WCT from the Vendor Bills and payment to Vendors.
* Ensuring statutory compliance of Stock inward/Stock outward such as Form 8 F and 8FA and Form 16.
* Appearing before the K VAT Authority at the time of dispute and demand notice.
* Issuing and tracking of C-Form,F-form and TDS Certificates.
* E-filing of K.VAT return and WCT return on monthly basis.
* Ensuring and Coordinating with K.VAT department regarding issuing of Delivery note (Form 15).
* Coordinating with organization’s Tax dept and outside Tax consultant regarding pending sales tax litigation and cases.

**SARK SPICES PVT LTD, Alappuzha** – *Leading spices exporters in Kerala.*

**Senior Accountant,** July 2010-March 2011

* Prepare profit and loss statements, Balance Sheet, and other closing reports.
* In Charge of creating Purchasing policies, processes.
* Bank Reconciliations.
* Statutory compliance such as K.VAT, TDS etc
* Coordinating with bankers ensuring collections of export invoices
* Co-ordination with internal auditors and statutory auditors.
* Issuing and tracking of C-form & TDS Certificate.
* Preparation of other reports as per management requirements(MIS)
* Create and monitor purchase orders.
* Negotiate the best vendor terms pricing and delivery based on specific budget and scheduled requirements

**PLANTATION CORPORATION OF KERALA LTD, Kottayam Kerala**– *PCK Ltd is the largest Plantation Company in public sector was formed in 1962. PCK is the one of the largest plantation owners in the country and leading producers of CENEX in south India.*

**Professional Accountant,** September 2007-February 2009

* Preparing and consolidating profit and loss accounts of various units on monthly basis at H.O
* Generating interim profit and Loss Accounts and interim Balance Sheet.
* Helping managers to consolidating accounts of various units and Head office at the time of finalization.
* Communicating audit explanations regarding final audit to statutory auditors.
* Rectifying and accounting for errors and discrepancies in units books of accounts periodically.
* Reconciliation of Bank statements.
* Issue of credit notes/Debit notes related with various units and Head Office.
* Statutory compliance such as TDS, Service Tax etc.

**TIME PVT LTD, Kottayam Kerala**–*TIME is India’s leading test-prep institute with a Pan-India presence. TIME operates out 232 offices located in 116 towns and cities across the country.*

**Accountant,** September 2003-May 2005

* Maintenance of books of accounts in Tally.
* Bank reconciliation.
* Statutory Compliance such as Service Tax etc.
* Preparing monthly activity report and weekly activity report.
* Managing documentation of voucher and invoices.
* General Office administration.
* Coordinating with creditors for timely payment.

# Academic Credentials

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| **Qualification** | **School/College/University** | **Year** | **%** |
| ICAI Final qualified | Institute of cost accountants of India | 2010 | 52 |
| B.Com | M.G.University Kottayam | 2003 | 51 |
| Pre-degree | M.G.University Kottayam | 2000 | 53 |
| S.S.L.C | C.M.S College High School Kottayam | 1998 | 69 |

**Personal Details**

Name : **Sarath Kurian**

Date of Birth Religion

: 22-05-1982

: Christian

Nationality : Indian

Marital Status Passport no Place of Issue Date of Expiry

Languages known Hobbies

: Married

: Z3142132

Cochin

: 04/06/2025

**:** English, Malayalam & Tamil

**:** Include Reading, music, and Cricket