

GANESHKUMAR CG

ASSISTANT MANAGER (FINANCE & ACCOUNTS)

Address: 114, Sammandam Nagar, Ganesan Street, Kandrathur, Chennai, Tamilnadu - 600069
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PROFESSIONAL OBJECTIVE

Detail-oriented and results-driven finance professional with 17 years of experience in financial analysis, reporting, and account management. Seeking to leverage my expertise in budgeting, forecasting, and financial compliance as an Assistant Manager in Finance & Accounts. Committed to optimizing financial processes and contributing to organizational growth through strategic financial insights and effective team leadership.

CORE COMPETENCIES & SKILLS

Core Expertise: Accounts Payable/Receivable, Project Management, Fixed Assets, Budgeting and Forecasting, Cost Controls, Team Leadership, Financial Analysis, Financial Reporting, Tax Compliance, Auditing and Internal Controls.

Software & Systems: MS-Office, SAP, Tally, ERP-BSF, Microsoft Dynamics 365 (D365)

ACADEMIC QUALIFICATION

Year	Degree / Qualification & Institution	GPA / %
2004 - 2007	B.Com (Computer Application) - Accounting & Finance Nandha Arts & Science College - Erode, Tamilnadu	56.50%
2003 - 2004	HSC (Higher Secondary Certificate) Private State Board - Erode, Tamilnadu	62.75%
2001 - 2002	SSLC (Secondary School Leaving Certificate) C.S.I Brough Hr.Sec School - Erode, Tamilnadu	60.40%

PERSONAL DETAILS

Date of Birth: 31.05.1987 (Age: 38)

Gender / Marital Status: Male / Married

Languages Known: Saurashtra, Tamil, English, Malayalam, Hindi

Religion / Nationality: Hindu / Indian

Location: Chennai, Tamil Nadu, India

■ KEY ACHIEVEMENTS

- **Process Automation:** Spearheaded the transition from manual data entry to automated OCR (Optical Character Recognition) invoice processing, drastically slashing invoice processing cycle times and completely eliminating manual data-entry errors.
- **GST Refund Management:** Successfully managed the end-to-end GST refund process, including claim preparation, reconciliation, documentation, and follow-up with authorities, resulting in the successful realization of GST refund payments.
- **Legacy Receivables Recovery:** Successfully identified, reconciled, and recovered long-outstanding legacy payments, strengthening cash flow and reducing aged receivables.
- **Audit Excellence:** Achieved consecutive clean audit reports by maintaining airtight internal controls, minimizing discrepancies, and delivering flawless supporting documentation to external auditors.
- **Tax Compliance Excellence:** Automated statutory TDS/TCS rate applications within the accounting system by standardizing vendor master data, reducing compliance tracking and entry errors to zero.

■ PROFESSIONAL EXPERIENCE

Assistant Manager (Finance & Accounts)

May 2025 – Present

M/s, Dellner Hydratech India Pvt Ltd — Chennai, Tamilnadu

Assistant Manager (Finance & Accounts)

Mar 2018 – May 2025

M/s, Keller Ground Engineering India Pvt Ltd — Chennai, Tamilnadu

Senior Executive (Finance & Accounts)

Nov 2010 – Mar 2018

M/s, NAPC Ltd — Chennai, Tamilnadu

Project Accountant

May 2010 – Oct 2010

M/s, Consolidated Construction Consortium Ltd — Bangalore, Karnataka

Project Accountant

Sep 2009 – May 2010

M/s, URC Construction Pvt Ltd — Bangalore, Karnataka

Project Accountant

Oct 2007 – Aug 2009

M/s, Rock & Arch Construction India Pvt Ltd — Erode, Tamilnadu

■ KEY RESPONSIBILITIES & OPERATIONAL DUTIES

Financial Operations & Working Capital Management

- **Procure-to-Pay (P2P):** Managed high-volume vendor invoice processing, ensuring 3-way matching, accurate GL coding, invoice validation, and timely payment processing through ACH, wire transfers, and checks.
- **Order-to-Cash (O2C):** Managed end-to-end billing, collections, and cash application, including proactive accounts receivable aging analysis and follow-up on outstanding balances to support timely cash realization.
- **Cash Flow Management:** Monitored daily cash positions, accounts payable and receivable aging, and upcoming payment obligations to effectively align vendor payments with operational liquidity requirements.
- **Vendor & Client Relationship Management:** Maintained effective communication with vendors and clients, resolving billing discrepancies, payment issues, and account-related queries while supporting favorable payment terms.

Corporate Accounting & Record-to-Report (R2R)

- **Financial Reporting:** Prepared and distributed comprehensive P&L, Balance Sheet, and Cash Flow Statements, ensuring accuracy, completeness, and compliance with applicable GAAP/IFRS reporting requirements.
- **Month-End & Year-End Close:** Managed month-end and year-end closing activities, including journal entries, accruals, intercompany transactions, provisions, and balance sheet account reconciliations.
- **General Ledger & Reconciliations:** Performed detailed GL reviews and balance sheet reconciliations, investigated variances, and ensured timely resolution of accounting discrepancies.
- **Fixed Asset Management:** Managed the complete fixed asset lifecycle, including capitalization, depreciation, asset transfers, disposals, and reconciliation of fixed asset sub-ledgers with the general ledger.
- **Budget & Variance Analysis:** Conducted budget vs. actual variance analysis, identified key cost drivers and unusual fluctuations, and provided insights to support cost control and management decision-making.
- **Management Reporting:** Prepared financial analysis, schedules, and management reports for senior stakeholders, providing clear insights into financial performance, costs, and operational trends.

Tax Compliance & Audit Readiness

- **TDS & TCS Compliance:** Managed end-to-end TDS and TCS compliance, including accurate deductions/collections, timely government remittances, quarterly TDS/TCS return filings, Form 26AS monitoring, and adherence to applicable statutory requirements.
- **TDS Reconciliation & Form 16A:** Reconciled Form 26AS with books and TDS records, identified and resolved discrepancies, and ensured accurate and timely issuance of Form 16A to vendors/parties.
- **GST Compliance & Returns:** Handled end-to-end GST compliance, including preparation and timely filing of GSTR-1 and GSTR-3B, input tax credit reconciliation with GSTR-2B, and resolution of tax mismatches and compliance issues.
- **Audit Facilitation:** Acted as the primary liaison for external auditors, streamlining the audit lifecycle through audit-ready schedules, reconciliations, supporting documentation, and comprehensive transactional evidence.

Internal Control & Compliance

- **Control Matrix Management:** Developed, maintained, and periodically reviewed the Finance Control Matrix, documenting key financial risks, control objectives, control activities, ownership, frequency, and evidence requirements.
- **Process Automation & Continuous Improvement :** Identify repetitive and manual accounting activities suitable for automation and process optimization.

Declaration

I hereby conclude that the information provided above is true to the best of my knowledge and belief.

Place: Chennai

Date: _____

(C.G. GANESH KUMAR)