CA Inter with 5 Years of Experience in Manufacturing & Software Industry & 3 years Article experience

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ACADEMIC QUALIFICATION:-

- Completed 10th Standard from Sri Ramakrishna Vidhyalaya with 85%
- Completed 12th Standard from NSN Matriculation School with 92%(2008).
- BCOM graduated in May 2012 from Madras University, Chennai.
- C.A. IPCC passed in May 2011 conducted by the Institute of Chartered Accountants of India, Chennai.

WORKING EXPERIENCE:-

(i) Worked as **Management Accountant in Inatech India Private Limited** from November 2023 till March 2025.

1. Bank Reconciliation in NetSuite:

- **Posting Bank Receipt entries in Net suite** to match with Bank statements monthly.
- **Regular Reconciliation:** Perform reconciliations on a monthly basis to promptly identify and resolve discrepancies.

2. TDS Compliance:

- **Timely Filings:** Ensure that TDS Payments & TDS returns are filed within the due dates to avoid penalties.
- **Reconciliation:** Regularly reconcile TDS payments and returns with the books of accounts to ensure accuracy.

3. GST Compliance:

- **Monthly Reconciliation:** Regularly reconcile GST returns (GSTR-3B) with GSTR-2B to ensure that input tax credits are accurately claimed and to identify any discrepancies.
- **Compliance:** The preparation and filing of returns, ensuring compliance with the latest regulations.

4. Financial Reporting:

- **Detailed Analysis:** Prepare monthly Profit and Loss statements with a thorough analysis of major expenses to identify cost-saving opportunities.
- **Variance Analysis:** Compare budgeted expenses with actuals to understand variances and take corrective actions where necessary.

- **Posting of Month end entries:** Accrued Liability entries, Deferred revenue entries, Prepaid expenses entries, Accrued Income entries & Salary JV's.

5. Asset Management:

- **Maintain Registers:** Keep detailed accounts of fixed assets, including acquisition costs, depreciation, and current valuations.
- **Handling Audits:** Attended audit queries regarding Fixed assets.

6. MSME Compliance:

- **Timely Payments:** Ensure that payments to MSME vendors are made within the prescribed timelines to comply with MSME-1 reporting requirements.
- **Reporting:** Maintain accurate records of MSME transactions to facilitate correct and timely filing of MSME-1 forms half yearly.

7**. Petty cash** & **Credit card Expenses**:

- **Maintaing Petty cash Register:** Monthly Ensuring all the withdrawal of cash & payments are properly recorded in the Petty cash Register. Monthly Posting of Petty cash entries in the books.

- **Maintaining Credit card expenses: :** Monthly Ensuring all the payments are properly recorded in the Credit card Register. Monthly Posting of Credit card entries in the books.

(ii) Worked as **Accounts Executive** in Accounts Payable, General Ledger, Treasury & Direct Taxation of **Daimler India** **commercial vehicles Private Limited** from Feb 2018 to April 2020 & September 2022 to October 2023.

1. **Accounts Payable:**

- **Invoice Verification and Processing:** Verifying Goods Receipt Note (GRN) reports against physical invoices, Posting of Goods receipt entries in SAP.(MIRO)
- **Direct Material Invoice Management:** Handling purchase and supplementary invoices related to direct materials, especially domestic transactions through SAP, requires tracking to ensure timely liability recognition. & handled vendor payment inquiries, Discrepancies in Good receipt,PO related queries and performing vendor reconciliations.

2. General Ledger:

- **Accrual Entries and Bank Reconciliation:** Posting monthly accruals entries including Salary payable JV's and performing bank reconciliation entries as a part of month end tasks. Monthly submitting Revenue & Cost projections to Headquarters in the prescribed format.
- **Audit Assistance:** Assisting in statutory and internal audits by providing balance confirmations & handling Audit queries.

3. Treasury:

- **Export Regularization via EDPMS:** Managing export transactions through the Export Data Processing and Monitoring System (EDPMS) involves submitting shipping bill details and coordinating with authorized dealer banks for payment realization & handled queries relating to it with Bankers. Given inputs for Automating this process within SAP can enhance tracking and Reporting compliance.

4. <u>Direct Taxation</u>:

- **Form 15CA and 15CB Compliance**: Verifying documents (Good to Go) for filing Forms 15CA and 15CB is essential for tax compliance in foreign remittances.
- **TDS Computation and Compliance**: Preparing monthly Tax Deducted at Source (TDS) calculations and assisting in drafting responses to appeal notices require precision and adherence to tax regulations

<u>(iii)</u> Balancing part-time work while preparing for the CA Final examinations at Allsec Technologies Pvt Ltd and with a practicing Chartered Accountant between 2015 and 2017, as well as from May 2020 to August 2022, have likely provided valuable practical experience in the accounting & Auditing like Filing of Individual & small companies IT returns.

(iv) Article Assistant in M/s. PKKG BALASUBRAMANIAN AND ASSOCIATES, Chartered Accountant Firm in CHENNAI from August 2011 to August 2014.

1. Engaged in Filing of Income tax returns of Individuals, Companies & Registered Trust.

2 . **Internal Audits**:

- **Orchid Chemicals and Pharmaceuticals:** Participating in Internal audits for Orchid Chemicals, a vertically integrated pharmaceutical company with research & manufacturing where would have involved evaluating the effectiveness of internal controls and compliance with industry regulations & company policies.
- **Tamil Nadu Health System Project:** Engaging in Internal audits for this project would have provided insights into public health initiatives and the financial management of government-funded health programs.
- **BHAVINI (Bharatiya Nabhikiya Vidyut Nigam Limited):** Involvement in auditing activities related to BHAVINI, responsible for the implementation of nuclear power projects in India, would have offered experience in auditing large-scale infrastructure projects within the energy sector.

3. **Statutory Audits:**

- **Air India:** Participating in the Statutory audit of Air India, the national carrier, would have encompassed assessing financial statements, compliance with aviation regulations, and the financial health of a major public sector enterprise.
- **State Bank of India (SBI) Branches:**
  - *Industrial Finance Branch:* Auditing this branch would have involved evaluating financial services tailored for industrial financing, including loan assessments and credit risk evaluations.
  - *Small & Medium Enterprises (SME) Branch:* Experience here would have included assessing financial products and services aimed at supporting SMEs,

4. Concurrent Audit:

- Indian Bank: Engaging in concurrent audits for Indian Bank, a public sector bank, had provided real-time insights into banking operations, ensuring adherence to regulatory guidelines and internal policies.

5. Tax Audits:

- Assisting in tax audits for companies would have involved scrutinizing financial records to ensure compliance with tax laws & tax reporting.

Achievements:-

1. **Ensured Compliance with Bank Regulations:** Successfully submitted approximately 20,000 shipping bills to the bank within the designated deadline, thereby avoiding significant penalties.
2. **Optimized Invoice Processing:** Processed a high volume of invoices promptly, reducing late payments and Consistently met deadlines for reconciling payment discrepancies with vendors thereby ensuring smooth operations.
3. **Intercompany Entries:** Reconciled intercompany entries with subsidiaries and reported missing entries to be posted in the respective entity books in NetSuite. This process helped resolve discrepancies on a monthly basis, ensuring timely consolidation at the headquarters.
4. During bank audits, identified revenue leakage in charge collection due to inaccurately inputted interest rates in the CBS system and implemented precautionary measures.
5. During the statutory audit of companies, Major findings include while migrating from ERP to SAP, discovered that depreciation entries recorded using the WDV method were incorrectly calculated based on the original cost for all years from the date of purchase. This issue had a significant impact during migration and was successfully rectified.

Date: 30/3/2025
Place: Chennai