****

**ANOOP.T.K**

**POTTAMMAL (H), IIM ROAD**

**KUNNAMANGALAM (PO)**

**KOZHIKODE**

**KERALA, INDIA-673 571**

**Email.anooptkva@gmail.com**

**Mobile No.9645458378**

**Now in Ras Al Khaimah**

 **SENIOR ACCOUNTANT**

***Couples extensive financial knowledge with a strong foundation of business management***

Ambitious, dedicated and disciplined business leader and financial champion, utilizes a proactive approach to overcome hindrances and implement prudent financial management. Compassionate team leader, mentor and coach, encourages personal and professional growth for all to succeed. Consensus builder, encourages open and frank dialogue, engages multiple stakeholders in consistently achieving results.

**PROFESSIONAL EXPERIENCE**

**ACCOUNTS GENERAL 2017 October GHADEER ALBAIDA SWEET WATER.LLC(Ras Al Khaimah) UAE**

* All accounts work, prepare Balance sheet and profit and loss account, Prepare monthly VAT calculation, doing Bank reconciliation, checking debtors and creditors outstanding.
* Handling Maintaining all accounts work by scrutinizing entries, final scrutiny of ledger accounts.
* Prepare Debtors outstanding and follow the outstanding customers weekly

 Accounts finalization yearly prepare and submitted to CEO

* Prepare yearly Budget and analyzing the expense with the budget figure and any variation in the expense that reported to management timely. Daily checking bank and reconcile the records with company books of account. Prepare cost Centre wise profit and loss account

**ACCOUNTS OFFICER 2015 October to 2017 Jan GLISTER SACHET INDIA PVT.LTD**

* Handling all accounts work, prepare Balance sheet and profit and loss account, Prepare monthly VAT calculation, doing Bank reconciliation, checking debtors and creditors outstanding.
* Maintaining all accounts work by scrutinizing entries, final scrutiny of ledger accounts. Prepare service tax calculation and filing service tax return, Prepare TDS statement monthly and filing return quarterly
* Calculation of Excise duty and filing return quarterly
* Prepare Debtors outstanding and follow the outstanding customers weekly,
* Accounts finalization yearly prepare and submitted to CEO
* Prepare yearly Budget and analyzing the expense with the budget figure and any variation in the expense that reported to management timely. Daily checking bank and reconcile the records with company books of account. Prepare cost Centre wise profit and loss account

**SENIOR ACCOUNTANT**   **2011-2015** **APCO YAMAHA**

* Compile and present detailed monthly, quarterly reports for Senior Management perusal and act as the focal point in preparing year-end.
* Finalization of accounts, Taxation and related works, Business plan and related matters, Cash flow and Fund flow, General Administration, Legal and other related matters including self correspondence.
* Weekly and monthly debtors and creditors outstanding checking and submitted to hire authority.
* Handling all Income tax and Sales tax matters, Obtaining PAN, Calculation of advance tax, Self assessment Tax and online transaction of payments. Computation of monthly Sales tax and E-filing the monthly return.
* Tan application, Calculation, deduction, preparation and payment of monthly TDS as well as Quarterly/ Annual return of various types of TDS on line. Issue of Quarterly certificate (Form No.16A) completion of assessment procedure.
* Interaction with Internal/Statutory Auditors regarding Audit and other matter, preparation of Balance sheet, Profit & Loss Accounts, preparation of 3CA/ 3CD forms for Tax audit purpose.
* Calculation, deduction and preparation monthly Chillan/returns as well as annual return and also formalities regarding withdrawals.
* Application of service tax Number, Calculation preparation and payment of Chillan & half yearly returns etc.manually/online
* Maintaining all accounts work by scrutinizing entries ,final scrutiny of ledger accounts.
* Prepare Provisional Balance sheet & Profit & Loss account to Bank

 **ACCOUNTANT**  **2008-2011 BLAZE MOTORS**

* Handling all cash transaction and adjusting all customers ledger, Book keeping, prepare Bank reconciliation
* Handling all Branch reconciliation and analyzing with the account.
* Monthly prepare sales Tax return and made payment through online
* Passing closing entries and preparation of Accounts Statement

  **ACCOUNTANT 2007-2008 APCO SCOOBIKES**

* Banking, General Administrative and office works, self correspondence with customers as well as Government Department etc.Timely submission of statements to Bank against utilization of Bank facilities. Timely reporting all records to Managerial staff.

 **JUNIOR ACCOUNTANT- 2005-2007 KT C AUTOMOTIVE & TVS SUNDARAM**

* Daily enter payment Voucher and Receipt, Daily close cash book and tallying with system cash and report to Management
* Daily close Bank reconciliation
* Daily close Branch details to system and tallying with Branch cash book. Tallying customers ledger account

 **EDUCATION & PROFESSIONAL DEVELOPMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **SL** | **Qualification** | **University/Board** | **Year of** **Passing** |
| 1 | B.com | Calicut University | 2005 |
| 2 | PDC | Calicut University | 2000 |
| 3 | SSLC | Kerala Board Examination | 1994 |
| 4 | ITI (Electronics) | Central Board Examination | 1998 |

 **LANGUAGES KNOWN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL** | **Language** | **Read** | **Write** | **Speak** |
| 1 | English | Yes | Yes | Yes |
| 2 | Hindi | Yes | Yes | Yes |
| 3 | Malayalam | Yes | Yes | Yes |

**Accounting Software**

Tally ERP 9, 7.1 (Version 4.51)

CAMS Accounting

**Computer Knowledge**

M.S Office, Dos Windows, Power Point and Little knowledge of Hard ware

 **PERSONAL DETAILS**

Date of birth: 21-02-1979/ 38 years

Height & Weight : 155 cms/ 56 kgs

Fathers Name & Occupation: Apputty.T.K/ Carpenter

Mother Name: Vasantha

Marital Status: Married

Spouse’s Name: Divya

Children s Name; Two children one name Adhinath / Three years old other one is Adhul Nath one year old.

**Declaration:**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars

Date:05-06-2018

Place: Calicut **Anoop.T.K**