

K.MANIKANDAN

CA-Inter, MBA-Finance



PROFESSIONAL OBJECTIVE

Designing, Developing and implementing the system of accounting principles, disciplines and procedures to ensure the accurate and timely presentation of financial statement of the organization through continue and consistent learning for improving the overall efficiency of the organization by Capitalize my expertise knowledge in the field of Finance and Accounts.



EDUCATION

Qualifications	Institution	Year	Percentage of Marks
MBA - Finance	Alagappa University, Karaikudi	2007	53%
CA - Inter	The Institute of Chartered Accountants of India	2005	54%
B.Com	Annamalai University, Chidambaram	1998	50%
H.S.C	Raja's Higher Secondary School, Sivagangai	1994	60%
SSLC	M.K.Govt High School, Sembanur	1992	70%



DOMAIN EXPERTISE

- **Managing of day-to-day accounting** of all financial transaction to update the books of accounts properly and finalization of periodic Balance sheet and Profit and Loss account as per Ind AS and Indian GAAP.
- **Preparation of Financial Statements** for parent company and subsidiary companies and preparation of Consolidated Financial Statement with coordination of company auditor.
- **Working capital** fund management for prompt payment of vendors, all statutory dues and all other business needs properly.
- **Coordinate with bankers** preparation of CMA Data and submit necessary documents with reference to Bank CC and TL and renewal documentation process and Bank Finance Arrangement.
- **Computation and Payment of all statutory dues** for ESI, EPF, Professional Tax, Advance Income Tax, Tds and GST.
- **Filing of returns** of

- GSTR 1, GSTR 3B, GSTR 9 and Tds Quarterly returns - Form 24Q and Form 26Q and issue of Form 16 & Form 16A.
 - MCA Forms as per the Companies Act requirement.
 - Income Tax Returns
 - STPI Returns (Softex Forms)
- Liaison and **appearing before tax authorities** (Income Tax and GST) for assessments and appeal hearings.
 - *Preparation of approval papers for CMDA/DTCP/RERA and get approval.*
 - Preparation of Salary file and salary payments, Salary employees tax computation and tds deduction.
 - Preparation of Creditors and Debtors Ageing report (AP/AR Report) on monthly basis. Account Reconciliation with creditors and balance confirmation.
 - Physical verification of Stock of construction materials at each site and submit the stock report to the management.
 - Preparation of Budget for each construction and check with actual cost and notice the variance between Budget vs Actual.
 - Develop and Review control framework with in the accounting and relevant processes ensuring an effective control monitoring.
 - Maintenance of all records and related documents properly.



EXPERIENCE

S.No.	Designation	Company Name	Experience
1.	Manager – Finance & Accounts	Shrisha Infra Pvt Ltd, Chennai. (Infrastructure and Property Developers)	10 Years (Apr'10 – Present)
2.	Finance Manager	I Media Pvt Ltd, Chennai. (MNC Software Company in e-learning & Interactive Solutions)	2Years 4Months (Dec'07 – Mar'10)
3.	Finance Officer	Philips Electronics India Ltd, Chennai. (Captive Financial Shared Service Centre)	1 Year 8Months (Feb'06 – Sep'07)



MANAGING THE FINANCE & ACCOUNT OF GROUP COMPANIES

- **Shivesh Landscaping Services LLP**
 - assembling and selling unit of US Imported brand of PHIFER windows blinds and mosquito nets.
- **Swish Craft Innovation Pvt Ltd**
 - Expert in fabrication and installation of Fire Fighting equipment for commercial building currently having the project at Wistron in Kolar and Shriram City-Perungulatur, Chennai , TCL Infotech – Ambatur Chennai, RMZ – Porur Chennai.
- **Balcozy Suncontrol Screen Pvt Ltd**
 - Assembling unit of balcony blinds working with 17staffs in Haryana and selling to customers through 30Franchies in all over India for residential and commercial.

- **Tarangini Brick Pvt Ltd**
 - Manufacturing unit of wire cut bricks, Hollow blocks and solid blocks factory at Lalgudi – Trichy .



ADDITIONAL SKILLS

- Good Knowledge and Working exposure in **Tally ERP 9**.
- Working knowledge and exposure in ERP – **SAP R/3 Functional Module GL, AP, AR and Fixed Assets**.
- Expert in handling **MS-Excel and MS-Word**
- Good Analytical skills, Self-confidence, Good motivator, Ability to lead a team, Good communication skill, Creative, Self-Motivated and ability to adapt the new concepts.
- Languages Known – **Tamil & English**
- **Contact details:**

Plot No.170, Door No.7, III Floor,
Park Road, Anna Nagar West Extn,
Chennai – 600 101
98401 12533 / 91761 32255
manikvnl@gmail.com

DECLARATION

I hereby declare that the particulars provided above are true and correct to the best of my knowledge

(K.Manikandan)

Place: Chennai.

Date: 15/05/2021.