

Ratheesh T

Tholur House
Valiyapoi P.O.
Kasaragod, Kerala - 671313
Contact No. +91-8870204764
E-mail ID:- ratheeshtholur@gmail.com



CAREER OBJECTIVE

Seeking a challenging opportunity in Finance & Accounts Dept. where I can utilize my skills and experience for the achievement of organizational as well as personal goals.

INDUSTRY EXPERIENCE

1. Eastern Condiments Pvt Ltd (Nov-2017 to Till date)

Designation: Deputy Manager Finance and Accounts.

Responsible for Entire books of accounts.

- Coordinating statutory & Internal audit, ensuring corporate levels details and schedules
- Reviewing TB, Preparing monthly schedules including Prepaid schedules, Rent, Provisions, , Deposits, Prepayment, supplier ageing, Payroll reconciliation
- Identifying & preparation of Related Party Transactions and monitor compliance of ALP
- Supporting other departments like production, quality, logistics etc on Financial matters
- Monitoring IFC controls effectively.
- Preparation of 'notes of accounts' and financials.
- Long aged balances monitored simultaneously
- Reviewing GST return VS books recon.

1. Ginger Hotels - A TATA Group Enterprise (June 2017 – Oct 2017)

Designation:- Hotel Accountant - Accounts in charge

Responsible for books of accounts and legal compliance of Hotel at Trivandrum

General Ledger

- Scrutinize the accounts every month for accuracy of transactions, cost centres allocated, etc
- Ascertain that the revenue/cost flows into its natural head of Income/Expense
- Ensure the Prepaid Schedule is maintained and amortised periodically

- Monthly provisions are considered for services consumed during the month but bills are yet to receive

Accounts Payable

- Check for PO, Service Entry Sheets and necessary approvals
- MIGO/MIRO of Goods and services based on Challans, Security & Attendance Register
- Account for Debit notes for Recoveries, Absenteeism, Shortcomings in services, damages, etc
- Processing payments on due date
- Periodical reconciliations
- Managing outsourcing partners

Billing/Accounts Receivable

- To ensure BTC invoices are being despatched on time and the Invoices values match with amount as reflected in the customer accounts
- Monitoring collections and number of days taken to dispatch bills since its generation
- Ensure all receipts are entered into the system immediately
- Ensuring collections and knocking off of outstanding invoices in time
- Conducting review meeting for institutional collections

Cash, Bank & Forex

- Unit imprest is maintained and strictly monitored for day to day cash expenses
- All cheques / DDs from clients are also banked through CMS as per cycle
- The Foreign Currency exchanged is under the custody of Hotel Accountant which is again encashed with the authorised agency periodically based on cumulative value of currency held

Statutory Compliances

- Luxury Tax, VAT & GST Reports are generated for preparing returns
- Coordinating with corporate tax team for payment on due dates
- Liason and support to the consultants for Tax related issues, assessments etc

2. Paragon Polymer Products Pvt. Ltd., Salem (October 2009 – June 2017)

Designation:- Executive in Admin, Accountant

Paragon Group, the largest footwear manufacturer in India by volume, has an annual turnover of more than 14 Crore pairs worth Rs.1600 Crore.

In and around Salem, Paragon has four own manufacturing facilities and number of job work units. I was reporting to Finance Head – Tamil Nadu.

Roles & Responsibilities:-

Accounts – General Ledger

- Overall management of GLs ensuring capturing of all required fields in SAP ERP
- Periodical closing of books as per the guidelines/policy from HO
- Monitoring clearing/control accounts
- Verification of stock and assets as per the plan from HO
- Preparing Bank reconciliation
- Petty Cash Management
- Preparation of vendor outstanding list and issuing the payment within the credit period.
- Customer account reconciliations and confirmation of balances
- Preparation of debit/ credit notes

Tax & Compliances

- Filing TN-VAT Returns and Follow-ups
- TDS, TCS & Service Tax return preparation
- Remittance LWF & Professional Tax

MIS, Budgets & Audit

- Meeting monthly reporting requirements of Central MIS team
- Periodical review of actuals with budget – Expenses, Capex etc
- Providing inputs from location for Financial Budget
- Coordinating Statutory and Internal Audits

Executive – Admin

- Monthly pay roll process in Sap
- Appointment, confirmation & separation process doing in SAP
- P.F & Gratuity settlement of Employees
- Leave balance monitoring in SAP & Register.
- HR related data collection from all units.
- Clearing of Salary related GL account.
- Bonus & Ex-gratia Provision entry every year.
- Issuing Form-16.
- Collection & Updation of investment details in SAP.
- Preparation of EDLI & Gratuity renewal list.

3. **Ernad Construction**, Kozhikode (May 2008 – Sep 2009)

Accounts Assistant

- Day to Day Accounting
- Cash Maintenance, Bank reconciliation & bank entries in SAP
- Making Debit Note ,Credit Note, Vendor& Customer Clearing
- Salary Processing.

ACADEMIC QUALIFICATION

SL NO	COURSE	BOARD/UNIVERSITY	YEAR OF PASSING
1	SSLC	Kerala State Board	2003
2	PLUS TWO	Kerala State Board	2005
3	B Com	Calicut University	2008

TECHNICAL EXPOSURE

- SAP (FICO), SAP (HR), Basic knowledge about SAP Purchase.
- Diploma in computerized Financial Accounting (Tally & Peachtree)
- MS Office

LANGUAGES KNOWN

English, Malayalam, Tamil

PERSONAL INFORMATIONS

Permanent Address	Alanthatta, Karuvalam Valiyapoil (P.O.), Cheruvathur (VIA) Kasaragod (Dist.), Kerala – 631313
Present Address	Technopark Club, Electronics Technology Park, Next to House, Kazakuttom, Technopark Campus, Thiruvananthapuram, Kerala – 695581
Age	29
Date of birth	31-05-1988
Religion	Hindu - Maniyani
Sex	Male
Marital Status	Married
Blood group	O+
Nationality	Indian

REFERENCE

1. **CA Annu John**

VP – Finance

Paragon Polymer Products Pvt. Ltd., Kottayam, Kerala – 686001

Mob:- 09947265642, Email:- annujohn@paragonfootwear.com

2. **Mr. Abraham Chacko**

HR Head

Paragon Polymer Products Pvt. Ltd., Bangalore

Mob:- 09845033855, Email:- abrahamchacko@paragonfootwear.com

3. **Mr. Vijesh IV**

AGM Finance and Account

Eastern Condiments Pvt Ltd, Ernakulam

Mob : 7593890681 Email : vijesh.iv@eastern.in

DECLARATION

I hereby declare that the above information are true and correct to my knowledge and belief.

Place:- Ernakulam

Date:- 23/02/2021

RATHEESH. T.