

**SUSHANTH - M**

**(Accountant)**

A-203, Kavya CHS, Thakurwadi, Dombivali (W), Thane (District) Maharashtra, PIN-421202.

**Email:** [sushanthkurupbabu@gmail.com](mailto:sushanthkurupbabu@gmail.com)

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**Seeking challenging assignments to leverage experience and expertise with an organization of repute**

Detail oriented, efficient and organized professional with extensive experience in **accounting** systems.

Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Currently associated with **M/s. Krishna & Saurastri Associates LLP** as an **Accountant** since July’2018 to till date at Mumbai

**KRISHNA & SAURASTRI ASSOCIATES LLP (July’18 to till date)**

**Accountant, Mumbai (Software is Tally ERP.9) Key Deliverables:**

*Bank Reconciliation.

*Managing accounts payable and accounts receivable.

*****Foreign Inward Receipt Booking and co-ordination with bank on various issues Preparation and submission of indemnity letter to bank on Foreign Inward Remittance Debtor’s Ledger Scrutiny and communication with clients on various issues Depreciation working of Fixed Assets and making necessary entry at year end Booking of Petty Cash expenses, Bank payment & Bank receipts.

*Sales booking.

**Ensured compliance with accounting deadlines and Assist auditor during Income Tax Audit E-mail communication with clients and internal department on various issues.

**OTHER WORK EXPERIENCE**

**GOVIND RUBBER LIMITED. (COMPANY BECOME INSOLVENT) (Oct’16 to July’18)**

**Accountant, Mumbai (Software was Foxfro)**

**Key Deliverables:**

**Purchase/Expense Invoice Booking TDS Entry Booking

*GST Entry Booking

***Creditor’s Ledger Scrutiny and Reconciliation Preparation of Cheques and RTGS/NEFT payment Payment Entry Booking

*Assisted GST consultant for GST return filing

**MAHARASHTRA STATE AIDS CONTROL SOCIETY (GOVT. ORG.) (March’11 to Oct’16)**

**Finance Assistant, Mumbai (On contractual basis) Key Deliverables:**

*Monthly Bank Re-conciliation

**Preparation of Bank Payment, Bank Receipt, and Journal vouchers Preparation of monthly salary.

*Preparation of Cheques and RTGS letter

**Co-ordinate the Statutory & Internal Audit. And also audit of A.G Preparation of Compliance to the Audit Observations.

*Filing of TDS return

***Correction of TDS default if any Preparing/Generating Form 16 & Form 16A Filing of Profession Tax return

*Reviewing and Checking of TA bill submitted by the staffs

**Verification of Statement of Expenditure (SOE) submitted by the Peripheral Units Assisting Joint Director (Finance) in various Accounts.

**Monitoring of Advance status Audit of peripheral units

**ARYA COLLATERAL WAREHOUSING SERVICES PVT LTD.(a J.M. Baxi Group of Co.)**

**Operation Executive, Mumbai (May’07 to March’11) Key Deliverables:**

*Scrutiny of Inspection Report of warehouses.

**Preparation of Stock Movement Report (Inward & Outward) Preparation of Cluster Bill

*Preparation of Storage Receipt

**Co-ordination among Head Office, Client and location staff Assist GM in Operation & Administration of Business

**Assist Sr. Manager in Business Development and liquidating all the issues Consolidation of Attendance of site staff

*Maintenance of location wise expenditure details against Advances.

**CAREER RELATED SKILLS**

*Accounting & TDS

**Accounts Receivable & Payable Good Typing Speed

*Depreciation working as per income tax

Bank Reconciliation

**Debtors & Creditors ledger scrutiny & reconciliation.

*Excel Vlookup, Hlookup & Pivot Table

**EDUCATIONAL CREDENTIALS**

****Master in Commerce (M.Com) with First Class in 2019 (Model College, Dombivli) Bachelor in Commerce (B.Com) with Second Class in 2010**

**TECHNICAL QUALIFICATIONS**

****Stenography (English-NCVT Certificate) Diploma in Computer Application**

***Tally 7.2.**

**PERSONAL DETAILS**

Date of Birth : 05th April, 1980

Language Known : English, Hindi & Malayalam

Permanent Address: **Mampatta (H), Ananthavoor (P.O), Malappuram (D.t), Thirunavaya (Via), Kerala – 676 301, India**

Marital Status : Married Passport Number : P 2706537 Notice Period : One month