



SANDHYA N S

Parayarukudy House

Koovappady P O, Perumbavoor

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Job Objective

Seeking senior level assignments in Finance & Accounts with a high growth-oriented organization.

Professional Synopsis

A result driven professional with over 13 years of rich experience in the areas of:

Finance & Accounts SEZ Matters Auditing Banking Functions
Taxation Budgeting Foreign Money Transactions

- Presently working as Finance Manager in AGNI INDUSTRIES, Perumbavoor, Kerala.
- Proficient in mapping business requirements with proven ability in designing & implementing systems to achieve cost control & financial discipline and enhance the overall efficiency of the organization.
- Expertise in preparing & maintaining accounts, stock statements and reconciliation statements.
- Adept in handling GST, PF, ESI & TDS matters involving preparation /maintenance of necessary records / reports in compliance with the respective acts.
- Demonstrable skills in independently managing Finance & Accounting functions.
- Well versed with GST & Tax procedures.
- Strong analytical & organizational abilities with adeptness in formulating accounting systems, preparing accounting records and financial statements.

Education

- Diploma in Computerized Financial Accounting (Tally) from Cyber Prism in 2007
- B.Com from Mahatma Gandhi University in 2006

Areas of Expertise

Accounts & Finance

- Designing and implementing accounting systems & procedures; supervising the timely preparation of statutory books of accounts and finalization & consolidation of group accounts.
- Monitoring the day-to-day receivables & payables; coordinating departmental activities related to Audits, Inventory Audits, and Third-Party Inspection.

Taxation

- Filing monthly / annual returns, GST and assisting auditors for tax audit.
- Ensuring effective co-ordination with Sales, Marketing & Admin for initiating improvements to bring efficiency in smooth functioning to achieve optimum results.

General Administration

- Handling entire branch administration; involved in renewal of registration / licenses under Shops & Commercial Act, etc.
- Maintaining Muster Roll, Wage Register, Holidays & Leave Register; involved in computing profession tax.

Career Highlights

Uvionics Tech India Private Limited
As Senior Accountant

2nd January 2018 to 10th September 2021

- Set accounting policies, processes and procedures and reporting timeline
- Ensure accountabilities for all resources and activities / transactions.
- Maintains adequate, up to date and accurate books of accounts, registers, documents, and records reflecting the true and correct details of raw material/spare inventory, consumable inventory, engineering materials inventory, semi-finished and finished goods inventory, defective / rejection / scrap inventory, stationary inventory, electronic and other waste inventory, income, expenses, assets, capital, reserves, liabilities, and provisions etc., fixed asset register and other records mandated by any statutory
- Ensuring that the books of accounts, registers and records reveals true and correct financial position and profitability.
- Timely analytical reporting of correct data to concerned departments, as approved, or instructed by Head Office Accounts & Finance team or top-level management..
- Statutory compliance - all taxation related matters – Income Tax, GST, SEZ Matters etc.

Bless Homes Private Limited
As Accounts Officer

November 2017 - December 2018

- Responsible for preparation of cash, bank, journal Payment processing and follow-up. Coordinating internal and external audits, Conduct month-end and year-end close processes.
- Managing day-to-day transactions, statutory compliances, Government filing etc

Merii Boy Icecreams

April 2017-August 2017

As Accountant

- Prepare the accounting roadmap for the circle in line with the business strategy of the company and drive the uniform implementation of the same
- Create and validate the accounting policies and procedures to guide activities such as cash management, taxation recording, expense accounting, bank reconciliation etc. across all the branches; Ensure that it is in compliance with the various applicable statutes
- Ensure timely invoice booking
- Oversee all the banking and revenue assurance responsibilities
- Ensure collections are deposited in bank on time
- ledger by overseeing the conduct of periodic bank reconciliation checks
- Oversee bank reconciliation activities and review them thoroughly to plug gaps if any and escalate as and when required
- Oversee Group company Revenue assurance to uncover possible discrepancies between bank records and accounting reconciliation statements

Apex Rubber Industries
As Accountant

January 2014- February 2016

- Sending monthly financials to finance & Accounts. Closing Books of Account for preparation of Profit & Loss & Balance Sheet as a part of yearly Audit.
- Preparation of Monthly Payroll Sheet after considering various tax provisions.
- Preparation and filing of various monthly, quarterly, and annual statements with relevant Statutory Authorities. Reconciliation of Bank, debtors & creditors within the given time limit & their management.

Amrita Institute of Medical Science and Research Centre

April 2009-October 2012

As Finance Assistant

- Works in all Accounts department including, Accounts, Billing & FIC

Tax Academy
As Auditor/Accountant

February 2007-February 2009

- To manage all the accounting business of this firm.
- Preparing and Filing of VAT return

IT Skills

- Well versed with ERP system like- Tally
- Knowledge of MS Office –MS Excel, MS Word, MS Power Point

Remuneration Expected: INR 420,000 p.a.

Personal Details

- Date of Birth : 13 May 1986
- Marital Status : Married
- Husband's Name : Riju Raveendran
- Languages Known : English and Malayalam
- Hobbies and interests: Listening to music.

Sandhya N S

25-05-2022