

AKSHAY CT



Total 5 years of professional experience in finance & audit professional with experience in a wide range of financial functions looking forward to contributing more in the areas of finance sector.

EXPERIENCE

AUDIT OFFICER

MANAPPURAM COMPTECH AND CONSULTANT LTD

(20-01- 2020 - 03-10-2022) -2.8 YEAR EXPERIENCE

COMPANY PROFILE

Manappuram Finance Ltd. is one of India's leading gold loan NBFC'S Subsidiary company is **Manappuram comptech and consultants ltd.**

MACOM is an IT product and Service Company backed by **Manappuram Group** and personalized and value added services in the areas of *Audit, Tax and Financial Advice*, to empower and help organizations succeed in the competitive global market.

DUTIES AND RESPONSIBILITIES

- Verification of **GST filings reconciliation f 2A, 2B** etc.
- Verification of **TDS payments** and **TDS Filing**
- Cross Verification of **upcoming invoices, receipt, payment vouchers** as well as purchase and sales with P.O and sanctions.
- Calculation of **OD interest** and Verification of **Bank reconciliation statement**
- Verification of Ledger scrutiny Final inspection of **salary and incentive's with HR team** and calculation **remittance of ESI & PF**
- Ensure and verify **company each agreements** and **policy executions**
- Evaluate internal control and make recommendations on how to improve productivity.
- Ensure the organization is complying with relevant laws and statues
- Identification of risk areas of company and **informing the management**
- Identifying **shortfalls or gaps in process.**
- Promote ethics and help improper conduct
- Investigate **fraud and illegal activities.**
- **Report Preperations**
- **Investigatin** of the affairs of the **branch of organization.**



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Dubai

IT SKILLS

- **MS Office**
- **Microsoft Operating System**
- **CWPDE**
- **TALLY ERP**

EDUCATIONAL QUALIFICATION

- **MBA - (2017-2019)**
(Barathiyar University, Coimbatore)
- **M.COM -(2015-2017)**
(Calicut University, Kerala)
- **B.COM (2012-2015)**
(Calicut University, Kerala)

LANGUAGE

- **ENGLISH**
- **HINDI**
- **MALAYALAM**

ACCOUNTANT

PLYWOOD SHOP THRISSUR (2018 – 2019) 1 YEAR EXPERIENCE

DUTIES AND RESPONSIBILITIES

- ♦ *Reconciliation of bank accounts*
- ♦ *Maintaining journal entries*
- ♦ *Managing ledger accounts.*
- ♦ *Maintaining bank accounts*

AUDIT ASSISTANT

CHEERAN VARGHESE CHARTERED ACCOUNT FIRM (2017– 2018) 1 YEAR EXPERIENCE

DUTIES AND RESPONSIBILITIES

- ♦ Verification of *vouchers* and *invoices*.
- ♦ Verification of Bank *reconciliation statement*
- ♦ Investigation of fraud and *illegal activities*.
- ♦ Evaluate *internal audit* and make recommendation of *financial control to the company*

PERSONAL DETAILS

Date of Birth : 09-12-1994
Gender : male
Nationality : Indian
Marital status : Single
Driving License : Indian LMV
Passport Number : N3653209

SKILLS

- ♦ Good Communication Skills over **English** and **Malayalam** languages
- ♦ Handling with accounting software like **Tally ERP9** and Excel,etc
- ♦ The ability to communicate clearly and effectively in many mediums by **email**, **verbally**, **phone messages**, on the phone, and with **body language**
- ♦ Ability to follow **directions** and **provide feedback**
- ♦ **Quick learning** and **understanding the system**
- ♦ **Flexibility** to work with changing work environment. Ability to Work in **Harmony with Co Worker**.

PROFESSIONAL STRENGTH

- ♦ **Accuracy**
- ♦ **Creativity**
- ♦ **technical literacy**
- ♦ **Quick Learning**
- ♦ **Strong Work Ethics**
- ♦ **Flexible**

DECLARATIONS

I hereby declare that the above information are true and correct to the best of my knowledge and behalf.