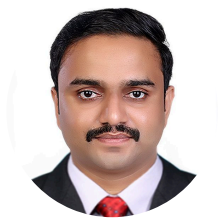


STANLY P D

Assistant Finance Manager

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EXPERIENCE

Assistant Finance Manager

Muthoot Forex Ltd.

08/2021 - 01/1970 Ernakulam, Kerala, India

A leading company in the foreign exchange industry facilitating remittance and financial services.

- Handled the accounts of United Kingdom-based operations in remittance and gold loans.
- Delivered regular financial presentations to senior management, facilitating informed decision-making processes.
- Ensured timely completion of month-end closing procedures for accurate financial statements.
- Maintained strong relationships with banking partners, securing favorable credit terms for the organization.
- Supported annual budget preparation process by providing detailed analysis of historical data and future projections.
- Led successful audits by maintaining organized records and providing clear communication with external auditors.
- Managed cash flow effectively through vigilant monitoring of incoming revenue streams and outgoing payments schedules.
- Provided expert guidance on tax compliance, reducing the company's exposure to penalties and fines.
- Prepared monthly reconciliation of bank accounts and took corrective actions on deviations.
- Prepared internal and regulatory financial reports, balance sheets and income statements.
- Checked payroll, vendor payments, commissions and other accounting disbursements for accuracy and compliance.
- Utilized financial software to prepare consolidated financial statements.

Accountant

Archdiocesan Institutions' central Office

05/2017 - 07/2021 Ernakulam, Kerala, India

An institution providing educational services and various community support.

- Handled day-to-day accounting processes to drive financial accuracy.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Gathered financial information, prepared documents, and closed books.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting and cash, and banking reconciliations.

Accountant

Xtend Technologies Pvt Ltd

06/2016 - 07/2017 Ernakulam, Kerala, India

A technology firm specializing in software solutions.

- Handled day-to-day accounting processes to drive financial accuracy.
- Gathered financial information, prepared documents, and closed books.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Used accounting software to issue tax returns and prepare consolidated reports.

Senior Accountant

Topmans Education and Career Horizons Pvt Ltd

01/2015 - 12/2016 Angamaly, Kerala, India

An educational firm focused on career development and educational services.

- Prepared monthly journal entries and reconciliations.
- Reconciled accounts and created documents for monthly closure procedures.
- Update general ledgers with the latest entries..
- Completed year-end closing processes with controllers and external auditors.

SUMMARY

I am a results-driven Assistant Finance Manager with substantial experience in financial statement review, auditing, and reporting. I am well-versed in producing detailed financial reports, evaluating departmental operations, and ensuring efficient month-end and year-end closings. My meticulous and methodical approach allows me to maintain strong relationships with banking partners and deliver insights for informed financial decisions.

STRENGTHS



Communication and Financial Skills

Skilled in written and interpersonal communication, financial analysis, performance reviews.



Cost Management Skills

Proficient in cost control and reduction, budget forecasting.

LANGUAGES

Malayalam

Native



English

Proficient



Hindi

Advanced



Tamil

Advanced



Telugu

Advanced



SKILLS

Accounting Software

budgeting

ERP

financial analysis

General Ledger

Tally

EXPERIENCE

Junior Accountant

Joyalukkas India Pvt Ltd

📅 05/2023 - 04/2024 📍 Guntur, Andhra Pradesh, India

A prominent jewelry retailer in India.

- Prepared journal entries and entered into system using Software.
- Prepared bank reconciliations on a monthly basis to identify potential discrepancies between company records and bank statements.
- Assisted with preparation of monthly financial statements.
- Reconciled month-end totals for timely and accurate reporting of financial information.

EDUCATION

Bachelor of Commerce

Mahatma Gandhi University

📅 04/2008 - 04/2011 📍 Kottayam