

CURRICULAM VITAE

MUNEGOWDA. SV

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Career objective

To Obtain high level of excellence in the growth Oriented Organization and to utilize myself as a resource for all kinds of challenging jobs by upgrading my knowledge and skills from time to time.

Highlights

Graduate with **8+** years' experience in Accountancy and skills like MS office, MS Excel and ERP, ENNCOMPASS, MFG PRO

EDUCATION HISTORY:-

DEGREE/ SCHOOL	INSTITUTION	UNIVERSITY / BOARD	YEAR OF COMPLETION
Higher Secondary Certificate (SSLC)	Sanghamitra High School	Karnataka State Board	1999
Pre University Certificate (PUC)	Pre university College	Nandagudi, Bangalore Rural Dist	2001
Graduation	Govt. First Grade College -	Bangalore University	2005
Diploma in Computer Applications	NASA SOFT TECH -Bangalore	NASA -Solutions Private Institute Bangalore	2006

Work Experience: (8.5 Years)

1. Present Company : -

Organization : **AKZO NOBEL COATINGS LIMITED**, Bangalore.

Designation : Executive in Accounts & Commercial

Company profile : Manufacturing and Export of paints.

2. Prevoius Company : -

Organization : **METHODS INDIA PVT LIMITED**, Bangalore.

Designation : Executive Indirect Tax - Excise

Company profile : Manufacturing and Export of Chain Conveyor systems.

3. Previous Company :-

Organization : **SF DYES PVT LIMITED**, Bangalore.

Designation : Executive Indirect Tax - Excise

Company profile : Manufacturing and Export of Textiles dyes/chemicals.

Job Role: - (Executive- Commercial & Accounts payable-)

ACCOUNTS PAYABLE -

Role – Accounts payable (ERP, ENNCOMPASS, and MFGPRO)

NPR & Local purchase Invoices Accounting and payments (3way matching & reconciling the vendor accounts if required).

Implement supplier payment process (issuing cheque and Bank transfers and entering in the system) and make timely payments.

Checking of GST, Excise,CST,TDS rates.

Preparing the employee expenses & processing payments as per the company policy.

Reconciled Inter Company balances to the general ledger

Bank reconciliation.

Vendor account reconciliation on timely basis.

Processed Month End closing and reports.

Bill accounting in tally and payment

Purchase bill Accounting and Inward Entry

Sales bill Accounting and Outward Entry

Excise calculation and return filing

Clear the payment related queries

Credit Note and Debit Note Entry

Bank reconciliation

Statutory Reconciliation

Preparation of monthly report.

Accounting of Service bills with correct TDS deduction.

Arranging payments for service bill as per due date.

Submission of Bill of entries to bank on weekly basis.

Review and verify invoices

Set invoices up for payment

Posting the purchase invoices with correct PO

Maintain vendor file

Invoice and voucher checking and clearing.

Data maintenance - Client's and executives - Sales Register

Maintaining petty cash

Daily financial report maintaining

Daily Bank Transaction

Bank Reconciliation

Purchase and sales entry

Preparation of executives and staffs monthly salary statement

Preparation of MIS report

Vat & Excise credit /input calculation

Purchase Department responsibilities.

- Collate purchase orders and purchase requisitions in order to order materials, goods and supplies.
- Send PO' to the suppliers.

- Review inventories and order as required.
- Interact with the suppliers on a day to day basis.
- Review deliveries against the orders.
- Track the status of any orders.
- Deal with non supplied, under orders, over orders and damaged goods.
- Ensure that any invoices are sent to accounts for payment.
- Produce and maintain all reports.
- Manage any procurement activities including RFP's (Request For Proposals).

EXPORTS / Commercial :-

- Working with ERP Handling & involved in activities under taxation for generating GRN / Invoices / MIS Reports / Excise Reports / Annexure-10.(RG-1, RG23A, RG23C, Annexure-19).
- ER-1 & ER-6 Return - Follow up Online Monthly excise Returns related to the Central Excise.
- Working in ERP to keep records of the pertaining to the E>Returns.
- Submission of proof of export shipment documents to Central Excise under annexure -19 format.
- Exposure in interacting with Central Excise Monthly Returns like ER-1, ER-6.
- ST – 3 (Service Tax) Return for Half yearly Online Return. (under service receive/serv. provide)
- Interaction with Preparing & arranging the documents to SEZ exports.
- Visiting to Central Excise to obtain permission & sealing for export container / cargo.
- Preparation of ARE-1 Form for removal of Export. & Preparing of ARE-3 Form for CT-3 Sales.
- Submission of Annexure – 19 to Excise range on time.
- Co-ordination with central excise audit for arranging all the related reports to excise.
- Quarterly follow up the Cenvat Refund claim under excise rule 5.
- Follow up the Cenvat Rebate (Export) claim month wise under CE notfn:19/2004.
- Follow up the Cenvat Rebate (SEZ Export) claim month wise under CE notfn:19/2004.

DOCUMENTATION: Dispatch)

- Preparation of post shipment documents in accordance with as per LC order terms.
- To prepare post shipment documents independently.
- Timely submission of post shipment documents to finance/ buyer after receipt of export docs.
- To update on shipment status, preparation and submission of correct post shipment documents to finance after receipt of bill of lading and other external documents.
- Working in **ERP** for Quotations, Proforma Invoicing, and other statutory reports.,
- Co-ordination with factory for getting material status and accordingly plan the shipment.
- Preparation of Shipping Instruction & same follow up with forwarder for making the B/L.
- Handling Export Documents and Central Excise permission for each consignment.
- Follow up the Insurance cover policy for all domestic & export consignments.
- Follow up the records for each shipment by clearing agents.
- Handling Individually the Invoicing & E-Sugam forms for every material movement.
- Preparing **E-Way** bills for local & interstate supplies.
- Statutory compliance of export documents, Accounting on Material movement in ERP.
- Sending dispatch intimation and tracking details to customers.
- Interaction with clearing agents & courier agents for import & exporting the materials, and follow-up the Packing labors for packing the export goods.
- Follow up with CHA agents for Import customs clearance & intimating to accts for duty payable.
- Submission of import documents to the bank for remittance purpose.(after import the goods).
- Expertise in Handling Customer/Vendor calls and emails.
- Following up for Shipment documents & ETA / ETD details with CHA.
- Follow up and dispatch of export shipment documents to party within the time.
- To generate, update & submit MIS reports to the Management.(consignment details, shipment details, ARE-1 details, local transport cost, total export details, warehouse qty used for export).

ADMINISTRATION / MISCELLANEOUS:-

- Follow up to arranging of Factory Insurance, Cargo Vehicle Insurance /Transit Insurance, Fire Insurance & Sea Shipment Insurance.
- work in close interaction with LOG in ERP on a daily basis
- Follow the Procurement of Furnace Oil, Diesel from HPCL & Indian oil.
- Co-ordinate with Government Agencies & private sectors.(Central Excise, Service Tax, HPCL, Indian

Oil, Insurance Office, Banks, NSSO , KEB , Tel. Exchange etc

COMPUTER / SOFTWARE SKILLS:-

Windows / MS-Office (Version: 95 to XP)	MS Word, MS Excel, MS Power Point, MS Photo editor. (Version-95/2000 to 2013)
Software Packages (For Manufacturing industry process)	ERP: - Invoicing, Central Excise, Taxation & Sales Transactions. ERP version 14.6.3, MFGPRO ERP FSCM (Financial & Supply chain Management) , ERP SD Module, ERP MM (Material Management).
Accounts Package	ERP 14.6.3, Encompass, D-Base, Oracle, MFGPRO
WEB Knowledge	Email Correspondence with Customers/Vendors , Experience in latest Outlook Express, (Email options), Online Monthly E>Returns for Central Excise /Service Tax, E-payments. Online Indents & procurements with HPCL & Indian Oil.
Other Technical	Computer Hardware & Networking / Office Printing solutions.

Personal Details

Name : **Munegowda S V**

Father Name : **Venkataramappa**

Date of Birth : 15/03/1984

Sex : Male

Religion : Hindu

Nationality : Indian

Marital Status : Married

Languages Known : Kannada, English, Hindi and Telugu

Permanent address : 04, Siddanahalli, Nelavagilu Post, Hoskote Taluk,
:Bangalore rural district, Pin 562122.

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

Date:

Signature

Place:

Munegowda S V