***Manjunath G.S***

 S/o Shivarudrappa, R Venkatesh layout, Behind IO Petrol Bunk,

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CAREER OBJECTIVE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To seek a position in a challenging and stimulating environment envisaging personal growth and career development, associating with an organization that provides an ambiance for learning while gaining new experience and knowledge.

PERSONAL QUALITIES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Over 9 years’ experience working for top management as Manager Accounts & Human Resource.
* Proficient in Microsoft office applications, internet savvy and have very good typing skills
* Proficient in Financial Accounting & Reporting, Cost Accounting and Taxation.

PROFESSIONAL EXPERIENCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presently working as an **HOD Accounts & Personal** for **ASIAN EXTRUSIONS PVT LTD**. Since 2014

**Job Responsibilities**

* Manage general ledger, accounts payable, accounts receivable sales, billing, collections, cash management, investment, fixed asset activities
* Timely Computation, payment & Filling return of Service Tax,Tds ,Excise , Sales Tax ,Professional Tax, PF & ESI
* Finalization of accounts, Ledgers scrutiny, grouping schedules,
* Daily Multiple Bank Accounts Reconciliation & Handling daily Banking Transactions
* Handling a team of Account Executives & Coordination to CA for Audit & other statutory compliances.
* Ensure an accurate and timely monthly, quarterly and year end close
* Supervising the preparation of statutory, management and divisional accounts
* Supports budget and forecasting activities.
* Support Controller with special projects and workflow process improvements
* Maintains the work structure by updating job requirements and job descriptions for all positions
* Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.

2 Year 6 Months Worked as an **Assistant Manager Accounts & Personal** for **NODDY EQUIPMENT PVT LTD** since April 2012 to September 2014

**Job Responsibilities**

* Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
* Ensure an accurate and timely monthly, quarterly and year end closer
* Timely Computation, payment & Filling return of Service Tax,Tds ,Excise , Sales Tax ,Professional Tax, PF & ESI
* Ensure the timely reporting of all monthly financial information.
* Assist the Controller in the daily banking requirements.
* Ensure the accurate and timely processing of positive pay transactions.
* Supports budget and forecasting activities
* Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
* Advises staff regarding the handling of non-routine reporting transactions.

3 Year 9 Months Worked as an **Accounts Executive** for **GUNNAM SUBBARAO INSULATION PVT LTD** since August 2008 to April 2012

**Job Responsibilities:**

* Preparing and analyzing accounting records and financial statements reports
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements like Excise, Vat, Service Tax Professional Tax, Provident Fund and TDS Etc.
* Studying the report given by the auditors and CA and submitting them to the management.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations
* Preparing forms and manuals for accounting and bookkeeping personnel
* Valuation of company assets and liabilities
* Maintaining and examining the records of government agencies

1 Year Worked as an **Tech Support Agent** for Tally Software for **GREET TECHNOLOGIES PVT LTD. (Sister Concern of Tally)** since July 2007 to July 2008

**Job Responsibilities:**

* Providing Technical Solutions for Tally Customers
* Handling & resolving accounts issues.
* Providing information about Taxation in Tally.
* Training to agents to resolve the issues of about accounts
* Probing with customers

**TECHNICAL SKILLS**

* Tally All versions
* Computer Applications

**PERSONAL STRENGTHS**

* Team worker
* Fast Learner
* Confidence

**EDUCATIONAL QUALIFICATIONS**

* B.Com from CV RAMAN University
* PUC (HECA) from Government Junior College Malur
* Matriculation from Government Junior College Malur

## PERSONAL DETAILS

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| --- | --- |
| **Name** | Manjunath G S |
| **Father’s Name** | Shivarudrappa N |
| **Date of Birth** | 12 May 1985 |
| **Sex** | Male |
| **Marital Status** | Married |
| **Languages Known** | English, Hindi, Kannada, Tamil & Telugu  |
| **Nationality** | Indian |

## DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Place: MALUR MANJUNATH .G.S**