

# SHIVARAJKUMAR CR

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## **Career Objective:**

“I am seeking an environment which will serve as a platform to learn and enhance my skills where in my knowledge and experience can be shared and enriched. I am a person who constantly look forward for improvisation. Interested to work in a progressive work culture with a freedom to be creative, innovative and to grow with an organization”.

## **PROFESSIONAL SUMMARY**

13 + years distinguished track record in, Taxation, Strong Analytical Skills, MIS reporting P&L, Balance sheet, Budgeting, Forecasting, Costing, Variance Analysis, Ageing Analysis of AR & AP, GST Filing, Oversea Commission, Bank & Customer Reconciliation, Staff Training, Participation in ERP, ie Odoo , Wings, and Tally, Streamlining Internal Procedures, Team Handling and Audit Query Handling, Minimizing Errors and Risks & Queries Handling with Clients.

## **WORK EXPERIENCE:**

**Ravago India** (Ravago Shah Polymers Pvt Ltd), Bangalore (Jul'16 – till date)

*Designation: Assistant Manager – Finance & Accounts*

### **Responsibilities:**

- Ensuring that the monthly books have been closed accurately on or before the due date fixed by HQ.
- Complete monitoring of Branch / Depot expenses or Income accounting.
- Complete Monitoring with a team of regular bank, debtor, and vendor receipts, payments, and reconciliations.
- Validation of Purchase and sales before the month close.
- GST (gstr-1,3B), GST-2B Reco.
- TDS working & Payment
- Channel profit - Manufacturing plant(RMI)
- Complete GLs Reconciliations & Variance Analysis.
- Preparation of weekly Working capital.
- Revenue reconciliation reporting to Head of finance
- Financial Analysis & Variance Analysis.
- ORC P&L related for sales commission
- MIS on P&L – Branch P&L & Balance Sheet, Forecasting, Budgeting, Costing.
- MIS Reports as per the requirement of HOD – Monthly review related CA/CL.

- Preparing Weekly consolidated fund flow with Projections & forecasting.
- Cost Analysis of related travels, operating (warehouse & Logistics) and administration costs.
- Depreciation Calculation as per WDV & Companies act.
- Ensure that expenses are booked and that operating expenses are validated and approved for payment.
- Managing Accounts Payable.
- Ensuring that all the provisions & Prepaid expenses related to debtors and creditors are done before month close.
- Inventory audit, quarterly.
- Tracking of Overseas Commission and disbursement and reporting to HOD.
- Ensuring that all the customers are reviewed through credit assessment on regular intervals.
- Active participation in Odoo(ERP) Implementation.
- Audit Coordinator works with auditors to provide relevant data and ensure Lex is submitted on time for both internal and external audits such as tax audit, income tax IFC audit, including GSTR-9C and calendar year audits(HQ).
- Handling the company assessments IT & GST.
- Coordinate with the company secretary to ROC & others fillings.

**Awarded -Year -2022 – For Consistently Delivering Quality work.**

**Awarded -Year -2021 - as I was critically watching the expenses and reducing the costs involved in all the operating expenses. Helping the commercial team in minimizing the expenses.**

**Millipore India Private Limited (Merck Life-Science Pvt Ltd), Bangalore (Apr'15 to July'16)**

*Designation: Account Associate*

**Responsibilities:**

- Worked in Accounts Payable (Accounting of vendors bill, expenses, Bank entries)
- Maintenance of petty cash
- Preparation of documents for Import payments – BOE, Invoice & Airway bill
- Accounting of Import payments & corresponding bank charges
- Assisting to Statutory Return Vat, Professional Tax
- Accounting of TDS, filing returns and making payment and ensuring as per the due dates
- Preparation for Submission (C,H,F& I forms) – Online Uploading, Submitting to department
- Circulating Weekly report – Statutory forms received & to be received to the PICs .
- C- form Assessments
- Vendor ledgers and bank reconciliation on regular intervals.
- Assisting in Internal and External Audit

**Headwin Exim Private Limited, Bangalore (Feb'12 to Mar'15)**

*Designation: Senior Accountant*

**Responsibilities:**

- Accounting of purchase, sales, expenses & receipts

- Petty cash maintenance
- Preparation of Payments based on due dates & fund availability
- Accounting of receipts and follow-up for outstanding
- Preparation of VAT Payment and returns
- Statutory forms(C,H,I,F), Receipt and issues and online filling
- Professional Tax Payment and filing of returns
- Bank, Vendor & customer ledger reconciliations (Monthly)
- Preparation of E-Sugam
- Accounting of TDS, payment and filing of returns
- Preparation and disbursement of salary along with statutory deductions of ESI, PF, PT, IT and remitting the dues to Govt.
- Online Payment towards Customs
- Central Excise – Dealer returns filing
- Assisting in the Assessments
- Preparation of P&L and Balance Sheet
- Assisting in Internal and External Audit

**Dhariwal & Srinivas - Chartered Accountants, Bangalore (Jun'10 to Jan'12)**

*Designation: Audit Assistant*

**Responsibilities:**

- Accounting of purchase, sales & booking of expenses
- Preparation of Payments based on due dates & funds availability
- Accounting of receipts and follow-up for outstanding
- Preparation of VAT Payment and filing of returns
- Professional Tax Payment and filing of returns
- Preparation of ST-3, payment and filing of returns
- Statutory forms(C,H,I,F), Receipt and query solving and online filling
- Assisting in the Assessments
- Bank, Vendor & customer ledger reconciliations (Monthly)
- Preparation of E-Sugam
- Accounting of TDS and working for filing return as per the norms
- Preparation and disbursement of salary along with statutory deductions of ESI, PF, PT, IT and remitting the dues to Govt.
- Central Excise – Dealer returns filing
- Handling of assessments
- Assisting in preparation of P&L and Balance Sheet
- Coordinating for VAT Audit – 240
- Coordinating for Tax audit report preparation – 44AB cases

## **EDUCATION AND PROFESSIONAL CERTIFICATION**

- CFP - Certified Financial Planner - FPSB – Pursuing Final Level
- ICAI - Institution of cost Accountants of India – Pursuing Intermediary Level
- FMV - Financial Modelling & Valuation – CFI certification (2023)
- DCA - Diploma In Cost Accounting - CPD certification (2022)
- DIF - Diploma In International Finance - CPD certification (2022)
- M.com from Central college affiliated to Bangalore University (2012)
- B.com from Kalpataru College affiliated to Tumkur University (2010)
- PUC from Govt. Junior College under PU Board (2007)
- SSLC from Nehru Vidya Shala Padavipurava School, Mayasandra (2005)

## **SOFT SKILLS:**

- MS Office: MS word, MS Excel, Power point
- JDE
- Odoo ,Wings and Tally(ERP-9)

## **PERSONAL DETAILS:**

DOB	:05-Mar-1989
Gender	:Male
Father name	:Mr. Rajanna
Marital Status	:Single
Languages known	:Kannada , English and Hindi
Hobbies	:Reading of Books and Cricket