

CURRICULAM VITAE

Eyumalai. A

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OBJECTIVE

To obtain the best attainable position in your concern where I can put in my best efforts for the growth of the organization as well as my professional career.

WORK EXPERIENCE

Winomechanic Private Ltd

Winomechanic Private Ltd, Gummidipondi is one of the manufacturers of Wind Mill Blade, HUB, Generator, and Rotor Segment.

- Duration : Dec 2021 to till date
- Designation : Team Leader Accounts
- Department : Finance & Accounts.

Job Responsibilities:

- Preparation of GSTR1, GSTR3B and TDS return filing
- Preparation of ITC 04 Half yearly Return
- Preparation of GST Annual Return Form 9 & 9C
- Preparation of GST refund
- GSTR 2B ITC reconciliation for monthly
- Preparation of Sale Order and E Invoice Domestic & Export, Budget creation
- Purchase order approval
- AR, AP, GL, and BRC, MIS for Monthly
- Export & Import documents submit to bank
- Fixed Asset Addition & Deletion, Depreciation run
- Preparation of Monthly Cash flow Statement
- Preparation of Monthly price variance analysis
- Preparation of Sales Costing
- Preparation of Compliance report monthly

Company Certificate Renewal

- GST Core & Non-Core field amendment
- LUT & REX renewal
- IEC renewal & EEPC

Sanmar Group – Xomox Sanmar Ltd

Xomox Sanmar Ltd one of the specialty chemical manufacturer Agro chemicals, Caustic soda and full line of process valves and actuators.

- Duration : Feb 2019 to Dec 2021
- Designation : Senior – Accounts Executive
- Department : Finance & Accounts.

Job Responsibilities:

- Preparation of GSTR1, GSTR3B and TDS return filing
- Preparation of ITC 04 Quarterly Return
- Preparation of GST Annual Return Form 9
- Preparation of GST refund
- GSTR 2B ITC reconciliation for monthly
- Preparation of Sales Tax Assessment Orders documents and reply to Tax officers
- Follow up GST Updates for Notification and Circulars
- Preparation of Sales Tax and GST MIS Reports monthly basis
- GST Core non-Core field amendment
- Support to GST Audit team
- Preparation of GST ADT-01 and reply to department
- GST SCN reply to department
- Preparation GST Appeal and follow-up advocate and department
- Branch follow up for GST related issues
- Working on Accounts Receivable in SAP
- Bank reconciliation statement daily basis
- Processing Procure to Pay Batch Payment of vendors and uploaded bank server
- Making Purchase entry MIRO in SAP
- Preparation of E-Invoice in SAP

- GL clearing entries in SAP
- Preparation of Import remittance payment Form 15CA & 15CB
- Preparation of TDS 24Q & 26Q statement and file online

Dynatherm Alloys Private Ltd:

Dynatherm Alloys Pvt Ltd one of the Manufacture of Mechanical Equipment's like Heat Exchangers, Vessels, Tank, Tube Bundle etc.. And Our Clients (Reliance Industries Ltd, HPCL, BPCL, Grasim Industries Ltd, SRAACL, Essar Oil Ltd and RCF etc)

- Duration : May 2010 to Jan 2019
- Designation : Senior – Accounts Finance
- Department : Accounts and Finance.

Job Responsibilities:

- Preparation of GSTR1, GSTR2, and GSTR3B return filing
- Preparation of ITC 04 Quarterly Return
- Preparation of GST Annual Return Form 9
- File return RFD 01A for Refund
- Preparation of Online and Offline utility above returns
- GST ITC reconciliation for monthly
- Preparation of Bank reconciliation.
- Preparation of TDS Statement 24Q and 26Q and return filing online.
- Preparation of Monthly Office and Factory Salary
- Preparation of GST Sales Invoice, Export Invoice and SEZ
- Preparation of Customers ABG and PBG (Bank Guarantee)
- Preparation of Sales Tax Assessment Orders documents and reply to Tax officers
- Supporting Excise Internal Audit documents
- Preparation Letter of Credit (ILC and FLC)
- Analysis of P&L and Balance Sheet
- Follow up GST Updates for Notification and Circulars
- Preparation of EPF and ESI Monthly returns
- Passing Debit Notes and Credit Notes

- Verification of Daily bank Inflow and Out flow statement.
- Debtors Ageing Report preparation and sent to Management and Marketing on Monthly Basis.
- Sundry Debtors and Creditors Reconciliation
- Follow up Debtors payment
- Preparation of various MIS Reports monthly basis.
- Preparation of Monthly Stock Statement report sent to bank.
- Purchase and General Ledger bills verification and passing as per payment terms.
- Preparation of Export Payment documents (Wire Transfer)
- Preparation of Supporting Documents to Bank Loans like Term Loan and OSL
- Date Entry Purchase, Sales, Bank Payment, Journal Entry

AREAS OF STRENGTH

1. GST Returns & Refund 2. TDS Returns 3. Finance & Accounts 4. Income Tax Audit

EDUCATION BACKGROUND

Master of Business Administration (MBA-Finance) regular from Sri Venkateshwara University Tirupathi in the year 2007-09.

B.com Commerce from SV University in year 2004-2007

Technical Qualification

- SAP Hana (ERP-AR,AP,GL),Tally ERP 9

➤ **PERSONAL DETAILS**

Date of Birth : 15.07.1985
 Martial Statues : Married
 Religion : Hindu
 Nationality : Indian
 Languages Known : Tamil, English, and Telugu

DECLARATION

I hereby declare that the above-afforded Information's are true to the best of my knowledge.

Place:

Date:

(EYUMALAI.A)