

GOPALAKRISHNAN. V

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Career Goal

Obtain a challenging leadership position applying creative problem solving and fine management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

Key Skills

General Ledger	Report & Document Preparation	Bank Reconciliation
Corporate Accounting	Petty Cash/ Voucher & PO Analysis	Balance Sheet Analysis
Bookkeeping, Import/Export Docs	Accounts Payable / Receivable	Budgeting & Taxation

Work Experience

Tablez India Private Limited. (Food &Beverages ,Retail, Toyz)
Lulu Group of Companies
Assistant Manager – Accounts (General& Taxation)

Aug 2018- Present

Key Responsibilities:

- Monthly GSTR returns filing and Payment on the due date.
- New GST Registration and location adding in Existing GST registration against Entities wise as per request and documents from the Legal Department and Business team.
- HSN and SAC code updating ERP System basis of the request of Purchase department and other respective.
- New vendor code creation validation basis of documents
- Support for raising Intercompany Sales and Purchase related Sales Order and Purchase Order.
- Co-ordinate with Marketing and F&B team for Online food sales for raising invoice and closing entries in books accounts.(Swiggy, Zomato, Uber eats and etc)
- Co-ordinate with Buying team and Warehouse team for Online Sales, Shopping in shop Sales related raising an invoice in System and closing entries in books accounts (Flipkart, Amazon,Myntra&Purplebee, Nykaa.cometc)
- Monthly Interstate and Intrastate Stock Transfer co-ordinate with store team and logistics team with support of assistants for closing before 30th of every month.
- Support and guide Import and local Merchandise Purchase PO against GRN and invoice posting in ERP before month-end closing.
- Imported and Local Furniture and Fixtures Transfer (FA Transfer) related value and Manuel Transfer Interstate and Intrastate Invoice finalization and issuing E waybill for the same.
- Monthly B2B & B2C Sales reconcile with POS Vs ERP AX and share details Entity wise to CFO and Management.
- Entity/location/ Store wise Expenses/ Online Sales details shared to respective team for validation and monthly MIS preparation.
- Co-ordinate with Buying team for PO and GRN related issues and close the same before month end.
- Store Card & Cash collection finalization with support of Assistants.
- Monthly POS vs ERP reconciliation basis, highlighted difference to IT team for regularize.
- Monthly Intercompany reconciliation
- Support and ensure Quarterly and Yearly Audit related queries
- Respective States GST department queries responded with support of Tax consultants.

- Online vendors monthly reconciliation
- As per Management/ Respective Head requirement prepared MIS reports with support of Executives

**Sistema Shyam Teleservices Ltd (MTS), Kerala Circle Office
Currently Merged with Reliance Communications Ltd.
Specialist, Accounting & Tax Group**

Feb 2015 –Mar 18

Key Responsibilities:

- Intimate user function & vendor from SCM & Finance side for submit invoices in our Corporate VHD/ circle office with relevant appropriate documents likewise Purchase Order, Agreement & rate contract or Note for Approval for payment processing.
- Intimate User function ensures invoices come in CRISP portal invoice work flow portal should done SRN before proceed further.
- In CRISP portal Invoice workflow co-ordinate with user function, Corporate AP team & Treasury team for release the payment.
- Purchase requisition (PR) of respective user function follow up respective levels & close the same close before 15th of every month.
- Budget Allocation Fund (BRF) done to respective function as per requirements when budget shortage raised routine or other expenses.
- Prioritize for release EB, Term Penalty, and Other statutory Payments, Urgent Channel related Commission and F&F cases & Rent of sites, offices, WH's.
- Ensure Monthly returns filing and took approval for payment of WCT, CST & VAT in KVAT site in corporate level.
- Monthly issuing WCT Certificates (20 F) to respective vendor and C forms to respective vendors & F Forms to respective Circles
- As per requirement of material movement issue Delivery notes and other relevant forms with support of Assistants.
- As per request of User function / Vendor/ Distributor issue TDS certificates.
- Quarterly prepares documents for AGR License Fee & Spectrum Fee for submit in CCA office Trivandrum and also supports for submission of deduction claimed invoices with supporting in CCA.
- With help of Corporate team prepares Bank Guarantee request against License Fee & others arrange same for submit to respective.
- Follow up with Sales Tax authorities against cases, Annual Assessment, updating in KVAT site like new WH, offices, sites and cancel WH, offices, Sites details, Others as it desired.
- Co-ordinate with Technical department & SCM department users, Corporate FA Team for close the Asset Transfer Notes.
- Follow up for BSNL IUC Payments & Collection closing before the due date.
- Collect Monthly provision file from respective user function with follow up, and check old provision and addition provisions after Finance Head final validation uploading the same in SAP Portal & intimate Corporate Team with document number with support of user.
- Quarterly intimate all vendors through mail for provide **No Due Certificate & Balance conformation** as on date.
- Channel Accounting related Sales order processing and Monthly Channel commission and other supporting works.
- Additional responsibility taken for Legal related documents preparation as per requirements.
- As per Corporate requirement prepared MIS reports with support of Assistants.

**Dish net wireless Ltd (Aircel), Kerala Circle Office
Officer -Payables & Receivable Lead**

Feb 2012 – Feb 2015

Key Responsibilities

- Billing of invoices in with help of Vendor Help Desk (VHD)/ Enterprise Document Management Systems (EDMS)& SAP.
- Reviews all invoices with appropriate documentation (Agreement base, PO base and Rate contract) took user function approval of invoices login the same in EDMS Workflow and send to Finance Shared Services (FSS Corporate) for the process for payout.
- Follow up with Finance Shared Service (AP team, C&B team & treasury) for release vendor payment.

- Vendor invoice tracking Status MISreport preparedwith help of SAP, Bank & EDMS/ VHD reportsfinalize intimate local finance people daily.
- As per request Intimate respective vendor / User function when payment is released.
- For monthly rent cases took approvals as per Limits of Authority (LOA) send to FSS for proceed to payment
- Monthly follow up with the FSS team for release the rent payment of warehouse, CoCo, Office, Guesthouse & Owns Sites. Reconcile petty cash transactions of CoCo's.
- Assist in Site verification & the physical Stock Verification of CoCo's/ Warehouse
- Make replies to all vendor/Distributor/FSS inquiries.
- Bank Guarantee/ Security Deposit process as per requirement from user function.
- Follow up with operator for IUC, NLD/ILD & Site sharing payment receivables.
- As per requirement of Corporate tax team Quarterly prepare MIS report for collect invoice for Service Tax purpose & arrange same invoices from vendors& Office send to Corporate Tax team.
- Monthly Provisioning collect inputs from user function about expenses confirm with previous monthly trend and took Circle Finance Head approval provide same to FSS for confirmation.
- TDS certificate & C forms distribution to Vendor
- As per requirement vendor master updating in SAP likewise new vendor code creation, Bankdetails, address, Service Tax no,PAN and others update.
- As per monthly requirement make E-Payment of VAT, WCT and CST.
- Budget allocation as per requirement from FSS& user function.
- Follow up all types of statutory payments for release. Supports for quarterly submit Adjusted Gross Revenue (AGR) activities (LF, WPC. Invoices)
- Support for month end closing.
- Give supports to other projects when necessary.

Designer Publications Kerala Pvt Ltd, Cochin, Kerala

Mar2010-Feb 2012

Junior Accounts Manager

Key Responsibilities

- Preparing invoices send to respective retailer/ Wholesaler on monthly basis.
- Issued receipts against sales of magazine to concern
- Analysis sales/ returns of month with records
- Monthly submit inputs regarding sales/ return / subscription of magazines to circulation manager & other respective
- To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis.
- Weekly submit report to chief accountant about sales& returns issued receipt details.
- Prepare analysis ofledgeraccounts as requested
- Maintaining Track report related to Subscription of magazines customer wise.
- Monitor and resolve bank issues including fee anomalies and check differences in Account/bank reconciliations
- Handle all bank related tasks - preparation of DD, Cheque& Cash Deposit etc.
- To receive and process all invoices, expense forms and requests for payment.
- Assist with year-end closings(scrutinizing ledger accounts and P&L Accounts)
- Prepare Journal Entries
- Reconcile and maintain balance sheet accounts
- Draw up monthly financial reports (Income &Expenditure Account).
- Record keeping.

DhanlaxmiBank Ltd, Cochin, Kerala

Feb 2009 - Mar 2010

Business Development Executive

Key Responsibilities

- Customers service
- Promote NRI/NRE products
- Dealings with all types of customers
- Meet the monthly sales target

- Cross-selling of other products like SB,CA,FD,Mutual fund, life insurance etc

Education

- Master of Business Administration (MBA) Finance from Mahatma Gandhi University, Kerala, India **2006-2008**
- Bachelor of Commerce (B.com)from Mahatma Gandhi University Kerala, India **2003-2006**

Academic & Work Project details

- Having experience in doing project on “**SAKTHI SUGARS LTD**”, Appakudal (Erode district) based on the topic “**Organization Study**”.
- Done Project Work entitled “A Study on **Financial Performance of MIL Controls LTD**” In Mala, Trissur District
- Worked in **Dazeworks Technologies Pvt Ltd (Sales force consulting company)** as a Finance Specialist for Six Months (**5-Feb-2018 to 7-Aug-2018**) Project for support and attend queries related SEZ and Audit.

Technology Summery

MS Office ● SAP ● Tally ● Account DA ● EDMS ● QuickBooks ● MS- AX 2012 ●

Certification and Achievements

- Awarded Certificate of Excellence in recognition of Exemplary performance (FY 2015-16 Q3 & Q4, FY 2016-17 Q1, Q2 & Q4 and FY 2017-18 Q1) at Sistema Shyam Teleservices Ltd (MTS)
- Awarded two times 2016 & 2017 “Best Performer in Team” South Circle Quiz Competition in Sistema Shyam Teleservices Ltd (MTS).
- Awarded Certificate of Excellence in recognition of Exemplary performance FY 2013-14 at Dishnet Wireless Ltd (Aircel).
- Appreciated for 6 companies more than 1 lakh items with 8 digit HSN code updating completed in ERP system with support of Buying team, vendors, Tax consultant and IT Team in 15 days.

Personnel Details

- Date of Birth : 17.10.1985
- Marital Status : Married
- Gender : Male
- Languages Known : English, Hindi, Tamil & Malayalam