

CURRICULAM VITAE



Solwin Victor.M

(Total Experience: 10 Years)

PRESENT ADDRESS

Mandumpala House,
Kodannur.P.O ,Thrissur,
Kerala-India. PIN:680563
Tele No:+91 9020438557

PERSONAL DATA

Date of Birth :28/05/1989
Place of Birth : Thrissur
Sex : Male
Religion : Christian
Nationality : Indian
Marital Status : Married
Languages : English, Hindi & Malayalam.
Hobbies : Hearing music

Driving License : India

PASSPORT DETAILS

Passport No : U 9484399
Place of Issue : India
Date of Expiry : 09/02/2031

SOLWIN VICTOR M

Mobile : +91 9020438557

E-mail : solwinvictor@yahoo.in

CAREER OBJECTIVE

Seeking a challenging position that gives me an opportunity to prove my creativity and combine my skills and talents with my present desire for knowledge and experience.

Core Competencies

A quick learner, self-motivated and result oriented person, with proven track record of growth and achievement. I am prepared to undertake responsibilities and accept fresh challenges with greater rewards. Energetic, Ability to interact with cross-functional departments, with a high degree of professionalism.

EDUCATIONAL QUALIFICATION

- **GRADUATION IN Commerce (B.COM)**, From **UNIVERSITY OF CALICUT**, Kerala-India.
- Successfully Passed **SAP B1 Training Program**, Trissur, Kerala- India-Sep-2013
- Successfully Passed **Microsoft office specialist**-July-2013
- Successfully Passed Tally financial accounting program -July-2013
- Successfully Passed Post Graduate Diploma In Business Accounting Management (PGDBAM)- July-2013

Qualification	Board/University	Year	Percentage
SSLC	GOVERNMENT OF KERALA	2004	65%
Plus Two	GOVERNMENT OF KERALA	2007	66%
DEGREE (B.COM – Finance)	UNIVERSITY OF CALICUT	2010	55%

COMPUTER / SOFTWARE PROFICIENCY

- Knowledge about Accounting Software – **Tally erp 9 & prime**
- MS Office such as **MS-Word, MS-Excel & others**
- Well experience in Online payments and banking processes.

PROFESSIONAL EXPERIENCE

Organization	True Gold Jewels, India Kerala
Position	Admin Cum Accounts Manager
Period	November - 2021 TO Till date
Organization	ALY Group (Mahaveer Motors, HP Continental Bi-Wheelers Pvt Ltd)
Position	Accounts Manager
Period	November-2017 TO August-2019, August-2019- March-2021
Organization	Pinnacle Motor Works Pvt Ltd.
Position	Accountant
Period	March-2015 TO November -2017
Organization	BRD Car World
Position	Accounts Executive
Period	March-2014 TO February-2015

CURRICULAM VITAE

Duties and Responsibilities:-

- Reporting to Chief Financial Officer (CFO) / Director
- Handling Statutory & Internal Audit.
- Preparation of Monthly M.I.S. Report for management
- Preparation of Salary & incentives.
- Maintain the Computerized Accounting System
- Finalization of Accounts and Coordinator with Statutory Auditor.
- Revaluation of Sundry Creditor & Debtor & Monthly Bank Realization
- Maintain of Fixed asset Register.
- Monitoring Day to Day Internal Control & Checks as per guidelines of Auditors & Managements.
- Monitoring Day to Day Accounts Receivables, Accounts Payables, Inventories, Finance, Internal Control, Revenues and Expenditures.
- Ensuring Compliances of Domestic Direct & Indirect Taxation viz Income Tax, TDS & GST
- Timely filing of Direct & Indirect taxes Returns & Refund claim order
- Cash & fund flow Monitoring Weekly \ Monthly \ Forecasting
- Cash management – Foreign & Domestic Payment through RTGS / NFET
- Co-ordination with Tax authorities and consultants for a successful completion of scrutiny and ensuring accuracy and completeness in submissions to notices received from tax authorities.
- Monthly Accruals, Intercompany Reconciliation, etc
- Corrected errors in account handling and introduce work process by which accounting tasks are more efficiently handled.
- Preparation of Audit Schedule and Interfacing with the auditors during the statutory audit & internal audit process.
- Handling management activities for ensuring completion of internal, statutory and tax audits within time.
- Ensure accurate daily book keeping
- Assisting the HR Dept. & Employee for any income tax related queries
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ASSETS:

- **Good communication, leadership and supervisory skills with keen initiative.**
- **Energetic, enthusiastic with authentic determination for every work, hard working with ability to motivate people and willing to learn.**
- **Ability to communicate with peoples from various ranges.**
- **Ability to read & analyse technical drawings quickly.**
- **Ability to work as a good team member.**

DECLARATION:

I hereby solemnly declare that the particulars furnished above are complete and true to the best of my knowledge and belief.

Solwin Victor M