

GOWTHAM M

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Dharmapuri, Tamil Nadu.

POST GRADUATE IN MANAGEMENT

Specialization : **FINANCE & MARKETING**

Experienced accounts executive with a background in financial accounting and a strong track record of managing complex financial operations. Proficient in financial analysis, financial reporting, and budgeting, with a focus on delivering accurate and timely financial data to support effective decision-making.

KEY SKILLS AND COMPETENCIES

- Financial Analysis and Reporting
- Accounts Payable and Receivable Management
- Client Relationship Management
- Financial Software Proficiency SAP, Tally ERP 9 & Prime, ERP Road Map, Gofrugal, MS Office
- Detail – oriented and Problem solving
- Teamwork and Adaptability
- Data analysis: E-way billing & E invoices generation.

PROFESSIONAL EXPERIENCE

➤ **Accounts Assistant | July 2021-Present**

BARANI HYDRAULICS INDIA PRIVATE LIMITED, Coimbatore.

- **Accounting and Financial Reporting:** The accounting processes such as accounts payable (AP), accounts receivable (AR), general ledger (GL), and financial reporting. It includes generating financial statements like balance sheets and income statements.
- **Accounting and Reconciliation:** Focused on reconciling accounts receivable and accounts payable by analyzing credit and debit note entries against invoices and payment records. To identify and resolve discrepancies in credit note applications and debit note adjustments.
- **Vendor and Subcontract name creations:** Proficient in creating vendor and subcontractor names in EPR systems to maintain precise records and facilitate seamless procurement, showcasing strong organizational abilities and meticulous attention to detail.
- **Customs Compliance and Documentation:** Prepared export and import invoices, packing lists, and shipping documents compliant with customs regulations and trade pacts. Collaborated with customs officials and freight forwarders to ensure swift clearance of goods, reducing shipment delays.
- **Bank Documentation Process:**
 - ❖ Calculated and recorded foreign currency transactions for export and import invoices, mitigating exchange rate risks through hedging strategies.
 - ❖ Ensuring accuracy and compliance with regulatory requirements. Coordinated with internal stakeholders and banking partners to streamline document submission and approval, facilitating efficient financial transactions.
 - ❖ Foreign declaration forms include Customs forms Sales invoices, Group of payment details and Shipping documents are submitted to banks.

- **GST and TCS Filing:** Proficiently managed GST, TDS and TCS filings, ensuring compliance with regulatory requirements and timely submission, demonstrating strong understanding of tax laws and meticulous attention to detail. ERP systems generate GST returns or reports required by tax authorities, such as GSTR-1, GSTR-3B, and GSTR-9, in the format specified by the tax regulations.
- **Supplier and Customer Relations:** Collaborated with suppliers and customers to resolve invoicing discrepancies, reconcile accounts, and maintain strong relationships throughout the export and import process. Kept stakeholders informed about invoice status and document needs for efficient transactions.
- **Training and team works:** Assisted in the onboarding process of new team members, providing guidance on accounting procedures and software systems. Collaborated closely with colleagues to divide tasks effectively, ensuring timely completion of accounting responsibilities. Communicated regularly with team members to share updates, discuss priorities, and address any issues or challenges.

➤ **Accounts Executive | September 2019 – July 2021**

RAMRAJ COTTONS, Trippur, Tamil Nadu – INDIA

- **Managing financial transactions:** Recording and processing financial transactions, including accounts payable and receivable, invoices, and bank statements, and ensuring accuracy and compliance with accounting principles.
- **Financial reporting:** Preparing financial reports such as balance sheets, cash flow statements, and presenting them to management for review.
- **Account reconciliation:** Ensuring that financial records are reconciled with bank statements, vendor accounts, and customer accounts.
- **Compliance:** Ensuring compliance with financial regulations and laws, including tax laws and audit requirements.
- **SAP Experience:** Proficient in using SAP software for financial accounting operations, including recording financial transactions, generating financial reports, and reconciling accounts.
- **Analyzing financial data:** Analyzing financial data to identify trends and patterns, and making recommendations for improving financial performance.
- **Cash management:** Managing cash flow and ensuring that there is sufficient cash available to meet operational needs.
- **Financial audits:** Participating in financial audits, ensuring that all financial records and transactions are accurate and complete.
- **Communication:** Collaborating with other departments, including sales, marketing, and operations, to ensure that financial data is shared effectively across the organization.
- **Training:** Providing training and support to other staff members on financial procedures and policies.
- **Sales department expense analysis:** Conducting analysis of expenses related to the sales department, including travel and entertainment expenses, and providing recommendations for cost-saving measures.

➤ **Assistant Manager | June 2018 – August 2019**

ELITE ENERGY DEVICE, Salem, Tamil Nadu - INDIA

Experienced as an assistant manager in a small-scale industry and played a key role in the success of the business, ensuring it operated efficiently and effectively and met its financial and operational goals.

- **Managing day-to-day operations:** Ensuring that the day-to-day operations of the business run smoothly, including managing employees, inventory, and production schedules.
- **Supervising employees:** Supervising employees and managing their performance to ensure that they are meeting business goals and objectives.
- **Budgeting and financial management:** Developing and managing budgets, monitoring expenses, and making recommendations for cost-saving measures.

- **Customer service:** Ensuring that the business delivers high-quality customer service to customers and clients.
- **Supply chain management:** Managing the supply chain, including procurement of raw materials, inventory management, and logistics.
- **Compliance:** Ensuring that the business is compliant with relevant laws and regulations, including labor laws, health and safety regulations, and environmental laws.
- **Reporting:** Preparing reports on business performance, financial statements, and operational metrics to present to senior management.
- **Strategy development:** Developing and implementing long-term business strategies that align with the company's goals and objectives.

EDUCATIONAL BACKGROUND

- **Master of Business Administration (M.B.A)** in specialization at **Finance & Marketing**
Hindusthan College of Arts & Science, Coimbatore | 2018
- **Bachelor of Business Administration (B.B.A)**
Jai Shree Venkatesha College of Arts & Science, Dharmapuri | 2016
- **HSC from Government** Higher Secondary School, Dharmapuri in 2013
- **SSLC from Government** Boys Higher Secondary School, Dharmapuri in 2011

PERSONAL INFORMATION

- **D.O.B** : 06 February 1993
- **Gender** : Male
- **Marital Status** : Single
- **Languages known** : English, Tamil, Kannada
- **Nationality** : Indian
- **Hobbies** : Cricket, Chess
- **Communication address** : 1/276B, Nadar Colony, Ootamalai, Hogenakkal,
Pennagaram, Dharmapuri – 636 810

DECLARATION

I hereby declare that the content of my resume is accurate to the best of my knowledge and verify their authenticity.

(GOWTHAM M)