

CURRICULUM VITAE

Kiran Kumar
Hyderabad.

E-Mail: kiranmax123@gmail.com
Mobile: + 91 9010828726

Career Objective

I am a Qualified Cost Accountant and semi qualified chartered accountant looking forward to be an integral part of Corporate World. I am rated to possess good academic, analytical and communication skills. I endeavor to contribute to the Corporate world, with my professional qualification and Intellect.

Professional & Academic Qualification

Particulars	Name of the University / Institution	Percentage Obtained	Year of Passing
CMA Final	Institute of Cost & Management Accountants of India(ICMAI)	55%	Dec 2017
CMA Inter (2 nd Group)	Institute of Cost & Management Accountants of India(ICMAI)	50%	June 2015
CMA Inter (1 st Group)	Institute of Cost & Management Accountants of India(ICMAI).	51.67%	Dec,2013
CA Inter	Institute of Chartered Accountants of India (ICAI).	52%	Nov, 2011
Graduation – Bachelor of Commerce (B.Com)	Acharya Nagarjuna University.	63.44%	March, 2010
Intermediate (MEC) Board Of Intermediate Education	SGHR & MCMR JR COLLEGE,GUNTUR.	88.2%	March, 2006
SSC – Board of Secondary Education	ZPH School, Jonnalagada.	87.5%	March, 2004

Work Experience:

- ❖ Currently working as “Sr. Manager Finance & Accounts-India” in “Volante Software Private Limited” from Oct 2019 to till date.
- ❖ Worked as “Manager Finance & Accounts” in “Sri Devi Associates India Pvt Ltd” from August 2017 to Sep 2019
- ❖ Worked as “Accounts Officer” in “Guntur Textile Park Pvt Ld”, Guntur as from March 2016 to June 2017.
- ❖ Worked as “Research Associate” in “S& P Capital Iq”, HI-Tech City, Kondapur, Hyderabad from Jan 2014 to Feb 2015.
- ❖ Worked as “Accounts Executive” in “Karshak Agro Agencies”, Auto Nagar, Guntur from May 2012 to December 2013.
- ❖ Worked as “Audit Assistant” in “Y Laxminarayana & Co, Chartered Accountants”, Flat No TF-2, Garudadri Apartments, 4/3 Laxmipuram, Guntur from January 2008 to April 2012.

Achievements:

Got All India 22nd Rank In CMA Final.

Work Exposure

1) Volante Software private Limited:

Global financial technology company, with two decades of experience serving as trusted strategic partners for financial institutions of all sizes.

A. Payroll support Activities:

- ❖ Monthly payroll processing- Preparing, verifying the and validating the salary disbursement amount before making the payment.
- ❖ Communicating Tax discrepancies and concerns of employees before processing salaries every month and correcting them.
- ❖ Ensuring the correct deduction of annual Income tax in monthly instalments as per India Income tax laws for employees.
- ❖ Collecting the savings/investment details of existing and new joiners and communicating the same to payroll process team.
- ❖ Tax planning advises to employees and clarifying the employees doubts in tax related matters.
- ❖ Providing the Quarterly Tax payment details to consultant to file Quarterly returns to map the tax deduced to Tax Account number of Employees.

B. Vendor Management:

- ❖ Verifying and validating the vendor Invoices and vendor payments.
- ❖ Vendor Reconciliations fortnightly.
- ❖ Follow-up with vendor for monthly Invoices.
- ❖ Communicating and correcting the mistakes in Invoices.
- ❖ Preparing the monthly vendor payment sheet to process vendor payments.
- ❖ Follow-up on input tax filings with vendor to avoid the mismatches in Input tax on services and capital goods.
- ❖ Correcting the Tax credit discrepancies of vendor with the help of outside firm.
- ❖ Providing the Monthly TDS credit details of vendors to outside firm for filing the Quarterly TDS returns.
- ❖ Co-ordinating and collecting the old invoices form vendor for the purpose of GST refund application.

C. Indirect Tax related Activities:

- ❖ Preparing and validating the monthly GSTR-1 and GSTR-3B return filing data.
- ❖ Preparing and validating the monthly input GST data.
- ❖ Communicating the excess/shortfall of input GST details in GST portal to outside team.
- ❖ Collecting the monthly FIRC copies and sharing the same with outside firm and facilitating GST refund application.
- ❖ Sharing the vendor invoices with outside firm for the purpose of verification while filing GST returns.

D. Bookkeeping Activities:

- ❖ Passing the entries in the books of accounts based on the Invoices and day to day financial transactions.
- ❖ Raising and recording the Invoice on Volante US every month as per TP norms.
- ❖ Monthly closure of books by passing the necessary Journal entries.
- ❖ Reconciliation of bank balances.
- ❖ Following the applicable accounting framework and GAAP in India.

E. Direct Tax related Activities:

- ❖ Estimation of annual turnover for the purpose of Advance tax calculation and payment.
- ❖ Timely monthly payment of direct taxes.
- ❖ Validating the quarterly advance payment of taxes and getting the payment done before due date.
- ❖ Providing the vendor and salaries tax deducted details for the purpose of quarterly return filing.

F. MIS reporting:

- ❖ Preparing the Monthly P & L's, Balance sheet for the purpose of consolidation with parent company.
- ❖ Budgeting and variances tracking of Indian operations every month.
- ❖ Cost and other reports required by the management whenever required.
- ❖ Analysis of various options for the purpose of management decision making as per requirement.
- ❖ Preparing the Vendor wise expenses reports for management analysis.

G. Employees PF related issues:

- ❖ Verifying and validating the monthly PF (Provident Fund) deduction details.
- ❖ Communicating the PF deduction details discrepancies to outside firm before making the payment.
- ❖ Assisting the employees in PF transfer/withdrawal issues.
- ❖ Resolving the employees PF transfer related issues by raising the grievance with PF department.
- ❖ Registering the new Joiners as member in PF portal every month.
- ❖ Communicating the PF related KYC and other approvals requested by employees to outside firm.
- ❖ Ensuring and following up on timely payment of monthly PF.

H. Fund/Treasury Management:

- ❖ Estimating the monthly fund requirement for salaries, vendor payments and TDS, PF, Professional tax etc.
- ❖ Requesting for fund transfer to ensure that necessary fund will be available for payments.
- ❖ Follow up on the fund transfer requests.
- ❖ Ensuring the required fund will be available fortnightly to process payments.

I. Bank Related Activities:

- ❖ Communicating and coordinating with banker on regular fund transfers getting the monthly bank statements.
- ❖ Mapping of salary accounts to company code by providing the accounts details of employees to banker.
- ❖ Requesting and getting the monthly FIRC copies from banker for the purpose of GST refund application.
- ❖ Preparing and arranging the requested board resolutions/documentation with banker for bank account related activities.
- ❖ Escalating the E-net banking related issues while processing the vendor payments and salaries and resolving the issue and enabling smooth flow of payments.

J. Audit (Internal & External) related Activities:

- ❖ Closure of books of accounts and submitting the books to auditor for the purpose of statutory audit.
- ❖ Correcting the changes if any suggested by the Auditor in books while finalising the audit.
- ❖ Providing the necessary information requested by the auditor during the audit.
- ❖ Clarifying and answering the audit staff queries.
- ❖ Providing the necessary information required for secretarial compliances.

K. Local Statutory compliance's:

- ❖ Monthly professional tax payments initiation.
- ❖ Timely Property tax payments.
- ❖ Providing the necessary documents/information for the purpose of Professional tax registrations.
- ❖ Co-ordinating with consultant for issues related to Professional tax in different regions.

L. Volante Dubai works:

- ❖ Overseeing the fund requirement and arranging the fund for monthly expenses by raising prior request to ARAP.
- ❖ Co-ordinating the with local auditor for quarterly return filings and providing the sales and expenses data.
- ❖ Preparing and providing the Quarterly VAT return filings data to outside consultant.
- ❖ Preparing and providing the documentation/forms required for Dubai statute compliances like ESR reporting, VAT filings etc....
- ❖ Providing the yearly financial data for the purpose of audit of books of accounts.
- ❖ Co-ordinating with the Dubai auditor and clarifying their doubts and closing the Dubai statutory audit.
- ❖ Uploading the Audited financials and other lease deeds in Dubai government portal to comply with Dubai Government laws with the help of consultants.
- ❖ Confirming the vendor payments to be released every month.
- ❖ Following up with vendors for Tax Invoices and account statement for the purpose of reconciliation whenever required.
- ❖ Sharing the payment details and Invoices to ARAP for the purpose of Accounting of Dubai transactions.

2) Sri Devi Associates India Pvt Ltd.

Operating as Retailer with 70 branded outlets in Telangan, Andhrapradesh and Karnataka with 200 crores turnover.

- ❖ Verification of daily sales report of stores.
- ❖ Day to day to TDS payments Verification and correct deduction of TDS.
- ❖ Monthly TDS payments Quarterly TDS filings
- ❖ Preparing the monthly GST Returns: GSTR 3B and GSTR1.
- ❖ Preparing monthly p & L's for all stores for MIS purpose.
- ❖ Internal Audit of group entities.
- ❖ Passing necessary Journal Entries in all verticals at month end.
- ❖ Monitoring the entire accounting team activity.
- ❖ Verifying the Non-Resident payments.
- ❖ Reconciliation of Ledger with Brands monthly.
- ❖ Passing necessary Debit notes and credit notes.
- ❖ Preparing year End Financial statements.
- ❖ Quarterly advance tax payments.
- ❖ Issuing form 16A to all dedicates.
- ❖ Taking care of E-waybill issue while procuring and selling the merchandise.
- ❖ Rental agreement reviews and revenues share verifications.
- ❖ Assisting & Leading All accountants and accounts executives on day to day basis for smooth running of business operations

3) Guntur Textile Park Pvt Ltd

A Rs. 110 crores project Approved by the Ministry of textiles for construction of Textile Park.

- ❖ Passing day to day transactions in Tally software.
- ❖ Preparing daily vouchers for expenses.
- ❖ Taking care of TDS issues.
- ❖ Dealing with all types of bank transactions.
- ❖ Comply with all statutory obligations.
- ❖ Taking Care of Funds flow within the company.
- ❖ Assisting the management to understand various statutory requirements.

4) S&P Capital IQ

A Subsidiary of Mc-GrawHill Financial (New York, U.S.A.), is a leading global investment financial information solutions provider.

- ❖ Analysis of Quarters (10 Qs) and Annuals (10 Ks) of More than 1000 Companies Listed in NASDAQ and various stock exchanges worldwide.
- ❖ Extracting Accounts Receivable Allowance, Unbilled receivables from Notes to Accounts and providing these as breakup to Accounts receivable.
- ❖ Extracting Inventory Valuation Method, LIFO Reserve relating to Inventory & Allowance for Inventory as breakup to Inventory.
- ❖ Extracting Prepaid Expenses, Deferred expenses & Derivatives which are included in Other Current Assets from notes to Accounts by thorough understanding.
- ❖ Bifurcating Investment as Equity Accounted Investments & Other Investments.
- ❖ Critical analysis of key financial information relating to Balance Sheet-Assets.
- ❖ Identifying the Intangible assets as Goodwill, Customer Lists, Non-Compete Agreements etc.. And giving breakups with gross Amount, Impairment & Amortization.
- ❖ Providing Fixed Assets Depreciation Method & bifurcating Fixed Assets as Land,Building,Furniture,Machinery and Other & giving Depreciation & Impairment relating to these.
- ❖ Research and analyzing financial statements of various clients/companies as per the US GAAP rules.

5) Karshak Agro Agencies (Dealers in Tractors)

- ❖ Preparation of Invoices & passing Day to Day entries in Accounting Software.
- ❖ Preparation of Bank Reconciliation statement at every month end.
- ❖ Preparation of Sales Tax Reconciliation Statements every month.
- ❖ Filing of Sales Tax Returns to Local Tax Authorities.
- ❖ Tracking Status of Accounts Receivables.
- ❖ Finalization of Account Books & Passing necessary closing Entries.
- ❖ Assisting the Management in Computing Income Tax Liability at end of the year.

6) Y Laxminarayana & Co.

Accounting & Auditing Works.

- ❖ Preparation of Accounts into Electronic form (Accounting Books to Tally).
- ❖ Passing necessary closing Adjustment entries in Books of Accounts.
- ❖ Preparation of Bank Reconciliation statement.
- ❖ Preparation of Tax Audit Report of Individuals, firms & Companies as per sec 44AB of Income Tax Act.
- ❖ Drafting Audit Reports as per the new reporting requirements of Companies Audit Report Order, 2003.
- ❖ Computation of Income Tax Returns of Individuals, Firms and Companies.
- ❖ Filing of Income Tax Returns in Online.
- ❖ Assisting Clients in TDS Computations.
- ❖ Vouching & Verification as per Standard Auditing Procedures.

Internal Audit

- ❖ Scrutiny of Cash Vouching.
- ❖ Scrutiny of Bank Vouching.
- ❖ Expenses Vouching.
- ❖ Analysis of Stock & Stores – Identification procedures for Slow Moving, Non-Moving and Obsolete Items.
- ❖ Checking & Establishment of Internal Controls.
- ❖ Preparation and review of Bank & Stock reconciliation Statements.

Technical skills:

- ❖ Having good working experience on MS-Excel & MS-Word.
- ❖ Well versed with Quick Books, Tally ERP and Focus

Personal Profile:

Name	:	Kiran Kumar Tulva
Father's Name	:	Kasi Viswanadh
Date of Birth	:	18 th June 1989
Sex	:	Male
Languages Known	:	English, Hindi and Telugu.

I hereby declare that the above details which are given by me are true to the best of my knowledge.

Place: HYDERABAD

Date:

(KIRAN KUMAR.T)