



►K.GANESHAN

GLENVIEW

Coonoor – 643 101,

Tamil Nadu, South India

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RESUME

EDUCATION

COURSE	INSTITUTION	UNIVERSITY	%
M.B.A. Finance	Bharathiar University Coimbatore	Bharathiar University Coimbatore	53%
M.Com	Madras University	Madras University	52%
B.Com	Madras University	Madras University	49%
B.Sc Chemistry	Govt. Arts College Ooty	Bharathiar University Coimbatore	60%

EXPERIENCE

- Audit Senior - Accounts, Audit & Taxation
Row & Murthi,Chartered Accountants , Coonoor.
Nilgiris,Tamil Nadu.(From May 1987 to April 1993)
- Branch Accountant
Family Planning Association of India,
Nilgiris Branch,Coonoor (From Nov 1993 to April 1995)
- Office Manager
The Planters' Association of Tamil Nadu,
Coimbatore (From May 1995 - December 2007)
- Manager -Accounts & Administration
The United Planters' Association of Southern India,
Glenview,Coonoor, (Since January 2008)

JOB PROFILE -

- Monitoring day-to-day accounting records like Cash Book ,Bank Book & Ledger 2). Monitoring Purchase & Sales Register, Journal Book, Pay-Roll etc., and updating of these books on a regular basis 3). Bank Reconciliation and Cash verification on a regular basis.
- Preparation of Cash Flow and Fund Flow Statement on monthly basis. 2). Working out the Funds Requirement & Budgeting. 3) Investing excess funds in Short/Long Term Deposits 4). Follow- up receivables.
- Preparation and filing returns such as Goods & Service Tax (GST),TDS and annual Income Tax Returns, issuance of TDS Certificates, filing Quarterly returns and online reply to Income Tax Notices and Assessment through tax consultants.
- Filing periodic returns with Registrar of Societies, Provident Fund Remittances and Returns, Contributions to LIC Group Gratuity Scheme and LIC Group Superannuation Scheme 2) Insurance Coverage – Employees Personal Accident Policy, Workmen Compensation Policy, Cash in Transit Policy, Electronics Equipment Policy and Periodic renewal/fresh Insurance for Buildings, Machineries Furniture, Lab Equipments, Computers, Stocks, Vehicles etc..)
- .Ensuring the Cash Management and Control System, surprise verification of Cash, Vouching of Transactions etc., to ensure the existence of Checks and Controls. 2). Check that the Physical Cash it tallied with the Book Balance on regular basis, 3). Co-ordination with the Internal Auditors, sorting out the issues 4).Co-ordination with the Statutory Auditors on Statutory Audit,

Tax audits

- General observance of Budgetary Controls for various kind of expenses. 2. Variance Analysis for Budget Vs Actuals. 3. Monthly/Quarterly Review of Budgets Vs Actuals for all the Projects.

COMPUTER KNOWLEDGE

- Accounting Software: Tally ERP 9
- MS Office – MS Word
MS Excel

LANGUAGES KNOWN

	<u>Read</u>	<u>Write</u>	<u>Speak</u>
English:	Yes	Yes	Yes
Tamil:	Yes	Yes	Yes

PRESENT CTC : 1200000 per annum

EXPECTED CTC : 1800000 per annum

NOTICE PERIOD : ONE MONTH

PERSONAL DETAILS

Name : K. Ganeshan

Father's name : Mr. B. Kari

Date of Birth & Age : 23.03.1965 (54 years)

Address for communication : 90,UPASI QUARTERS
GLENVIEW,Coonoor 643 101.
Nilgiris District, Tamil Nadu
SOUTH INDIA

Mobile No. : +9194865-86546,(L)914232230980

E Mail : kg16865@gmail.com

Marital Status : Married

DECLARATION

I hereby declare that the above stated information is true to the best of my knowledge.

Place: COONOOR

Date: 05/08/2019

Ganeshan K

SIGNATURE