**UNNIKRISHNAN R.S.**

**Mobile: +91 9387603307 | e-mail:** **unni1980@gmail.com**

**’Aswathy’, T.C.28/2761, Kuthiravattom Lane, Chettikulangara, Thiruvananthapuram**

**Dynamic and qualified Accountant with extensive knowledge of taxation policies and income tax procedures. Strong work ethics and ability to work well in a team as well as flexible to work independently. Self - motivated and focused on achieving top results for business and clients.**

# KEY ATTRIBUTES

* Self-starter with the capability for collecting information and taking on additional responsibilities required to deliver management requirements.
* In-depth knowledge of core accounting skills and standards backed by rich exposure in various organizations.
* Possess adequate knowledge in dealing with income tax as well as sales tax, central tax and service tax analysis for various clients including the tax return filing activities of the firm.
* Skilled in various analyzing & planning financial aspects of the firms like budgeting, forecasting related to business performance and cash flow.
* First hand exposure in liaising with government organizations and creating relationships.

# PROFESSIONAL EXPERIENCE

**M/S CARNIVAL TECHNOPARK PVT LTD (FORMERLY AUSHIM SOFT PVT LTD),**

TECHNOPARK, TRIVANDRUM ***FEB 2011 – TILL DATE***

### Senior Executive – Accounts

* Responsible to handle all accounting related activities of the company.
* Manage and monitor tax related aspects of the firm including sales tax, GST and income tax.
* Prepare yearly budget, cash flow and other financial reports to the management.
* Responsible for payment negotiation/timely collection of outstanding payment and maintain good relationship with customers.
* Liaise with procurement team in reviewing quotations related to work orders and negotiate for better pricing.
* Liaise with the legal team in finalizing payment related matters for vendor agreements and contact agreements
* Seek approval from management stakeholders on matters relating to payment transactions and vendor related agreements.

**M/S MARYAN APPARELS PRIVATE LIMITED, KANNUR *OCT 2009 – JAN 2011***

### Accounts Officer

* Supervise Intercompany Accounting and Corporate General Accounting related matters.
* Handle cost accounting and statutory payments related to the firm.
* Involve in inventory analysis and purchase planning.
* Prepare regular reports to the management on income, expenditure and any variations from budgets.
* Maintain day-to-day financial control of the company with budget heads as agreed with the management.
* Ensure that all finances are properly administered and monitored including credit control.
* Handle monthly closing activities and account reconciliation.
* Responsible to groom junior accountants to perform activities as per expectations.
* Reconcile cash & bank balances with the firm’s account and provide updates to the management.

**M/S BOMBAY RAYONS FASHIONS LIMITED *MAY 2007 – SEP 2009***

## KINFRA APPAREL PARK, TRIVANDRUM, INDIA

### Accounts Supervisor

* Responsible for handling all accounting related activities of the branch.
* Maintain and supervise final accounts of the branch and prepare reports to the head Office on an agreed time basis.
* Handle cost accounting and statutory payments related to the firm.
* Liaise with Head Office on a day-to-day basis to allocate necessary fund requirements for production & operational expenses.
* Optimize inventory level and reporting status to the head office on regular basis.
* Reconcile cash & bank balances with the firm’s account and provide updates to the management.

**M/S VISWAS ASSOCIATES, KURAVANKONAM, TRIVANDRUM *APR 2005 – MAY 2007***

(A leading Tax, Audit and Accounts Consulting Firm)

### Accounts Assistant

* Involve in assisting chartered accountants for various audits.
* Responsible to handle all accounting related activities of various audit clients.
* Responsible for auditing various reputed hotels as well as beach resorts.
* Handle books of accounts of various clients including scrutiny of Profit & Loss a/c as well as balance sheets.
* Manage tax related aspects of the firm including sales tax & income tax.

# EDUCATIONAL QUALIFICATION & CERTIFICATION

* Master’s Business Administration ,Madurai Kamaraj University,Madurai
* Bachelor of Commerce [B Com], University of Kerala, Trivandrum
* TallyERP 9.0 Expert Certification from Tally
* Typewriting (Lower)

# TECHNICAL EXPERTISE

* Microsoft Office Packages – Excel, Word, PowerPoint

# PERSONAL DETAILS

* **Date Of Birth :** 11th August 1980
* **Place of Birth :** Trivandrum, India
* **Nationality :** Indian
* **Marital Status :** Married