# P.NANDAKUMARAN

**B.com., DFM.**

D – 303, Arihant Anshula

Ghot Village, Taloja,

Navi Mumbai.

Mob: 7021184378.

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## RESUME

# QUALIFICATION: B.Com Passed from CalicutUniversity in the year 1982.

**Professional Specialization and Achievements:**

Passed Diploma in Financial Management from K.C. College of Management studies, Mumbai, in the year 1987.

**SUMMARY OF EXPERIENCE:**

35 years in handling complete Commercial & Accounts functions, Sales Tax and related matters, Cash Book and all subsidiary books , Reconciliation of Debtors Accounts, Valuation of Inventory, Billing, Internal Audit of Other branches, Preparation of final Accounts for statutory requirements, Preparation of Accounts documentation for Management Information, Doing Collection Analysis, Follow-up with Circles, Assign, Review and update Credit limit, Reconciliation of Collection of NHQ with Circles and making Collection MIS, Reporting Revenue leakage.

**DETAILS OF EXPERIENCE:**

**Presently I am working as Accountant with Shantiniketan Polytechnic, Panvel, during the last 6 months handling Accounts including fees collection/reconciliation and administration**.

**Worked as Accountant with Aristo Pvt. Ltd.,** Mhape, Navi Mumbai, handling their Mumbai Factory, handling accounts and admn. Functions since Dec, 2017 to May, 2019.

**Worked with Reliance Communications Ltd**., Dhirubhai Ambani Knowledge City, Mhape, Navi Mumbai, as Sr. Executive – Commercial, handlingentire Collection and Credit Control functions of Reliance Telecom Ltd, from June 2003 to Oct. 2017.

Joined in RCOM as Administrative Officer, handling entire administrative matters of Commercial Dept having 130+ staff.

**RESPONSIBILITIES& areas covered:**

* Handling PAN India Collection and Credit Control of Reliance Telecom
* Scrutiny of Debtors.
* Posting Collection entries in SAP
* Making Clearing entries in Customer Ledger
* Co-ordinate with Circle Offices regarding OD Outstandings
* Resolving Customers issues on Billing
* Reconciliation of Revenue as per P/L Account with Adjusted Gross Revenue
* Preparing MIS on Collection and outstandings
* Reporting Revenue leakages.
* Preparing Ageing MIS on receivables.

From April 1999 to June 2003 worked as **Assistant Manager – Commercial & Accounts with** Unipatch Rubber Ltd**.** NaviMumbai .

**RESPONSIBILITIES.**

* Handling entire Regional Accounts Dept.
* Scrutiny of all books of Accounts
* Handling Credit Control
* Follow – up for collection
* Handling finalization of Accounts
* Filing Sales Tax Returns & Attending Assessments
* Issue of various forms under MST & CST
* Liason with Sales Tax Authorities
* Attending Assessments with Sales Tax Authorities
* Liasoning with suppliers
* Preparing various reports for Management Information
* Internal Audit of other Branches.

From Dec 1997 to March 99 worked as **Accounts Officer** with Jaysnth Dyechem Ltd., head office, Sanpada, Navi Mumbai.

**RESPONSIBILITIES :**

* Handling complete Sales Tax of group companies
* Filing of monthly Sales tax returns
* Issue of various forms under MST & CST
* Giving proper suggestion to Sales Dept. regarding invoicing etc.
* Liason with Sales Tax Authorities.
* Calculation of Set Off.
* Preparation details for Assessments
* Attending Assessments with Sales Tax Authorities

### From April 1992 to Sep. 1997

Worked as **Supervisor-Accounts** with Kirloskar Brothers Ltd., regional sales Office, Navi Mumbai.

**RESPONSIBILITIES :**

* Handling complete Branch Accounts functions related matters
* Handling cash book, Sales and Purchase registers
* Handling Cash, Banking, Dealing payment vouchers
* Filing Sales tax Returns and attending assessments
* Credit Control and Recovery, Reconciliation of debtors Accounts and Stores Accounts.
* Scrutiny of Ledgers, Internal Audit of other branches, Attend statutory audits
* Preparation of Final Accounts for statutory requirements.
* Preparation of Accounts documentation for Management Information
* Keeping PF & ESIC records
* Handling personal Department related matters
* Internal Audit of other Branches.

### From June 1983 to Feb 1992

Worked as **Accountant** with Surindra Engineering Co. Pvt. Ltd. Safed Pool, Mumbai

### RESPONSIBILITIES

* Writing all books of accounts
* Posting Ledger accounts, scrutiny of Ledgers
* Creditors Bill passing
* Valuation of Inventories
* Handling Cash, Working Capital Funds flow
* Keeping PF & ESIC records
* Filing sales Tax returns & attending Assessments .
* Attending Audit, preparing trial balance, profit and loss accounts and Balance Sheet.

**Languages Known**  : Malayalam, English, Hindi & Marathi.

### Personal

**Date of Birth** : May 20th 1960

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