

## CURRICULUM VITAE



### STEVENSON K S

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#### CAREER SUMMARY

Accounts professional, with Master's Degree in Finance (M Com), having 19 years of work experience, in variety of industries and areas of responsibilities, adaptable to new professional environments. Strong desire to learn and grow knowledge base.

#### WORK EXPERIENCE

22 Dec 2014– 30 Dec 2023

##### **Asst. Manager Finance**

**SFO Technologies Pvt Ltd - Nest Group Co, Kochi (India)** - Headquartered at Kochi, Kerala with its manufacturing plants in Kochi, Bangalore and Pune, is a diversified conglomerate with expertise in Electronic Manufacturing Services, Software, Food & Beverages and Healthcare Services.

##### **Nest Group - Healthcare Division - Qlife Pharma**

*Aug 2019 – Dec 2023*

- Managed Accounts team of 5 members and monitored and controlled all finance related activities of 16 retail shops & warehouse and ensured all accounting records are complete and accurate - General Accounts, Account Payables, Receivables and Bank Reconciliation.
- Monitored daily sales, purchase, transfers, receipts and expenses of each outlet, and warehouse and ensured its accuracy. Allocated petty cash after verifying petty expenses.
- Conducted stock audit in retail stores and warehouse and Controlled inventory position by co-ordinating with Store-in-charge and Purchase team.
- Co-ordinated with suppliers in connection with payments, payables, credit note receivables and for supplier account reconciliation.
- Handled Payroll – Disbursed Salary after reviewing staff attendance and validating data from HR, Reimbursed TA after verifying the details submitted by the department concerned.
- Co-ordinated with software team in connection with resolving issues, making improvements, adding new features and conducted UAT before implementation.
- MIS activities – Submitted daily report on Sales, Inventory and Fund position and report on cost analysis, margin analysis and required data for weekly review, and submitted Monthly Profit & Loss (P&L) position and Fund flow status to the management.

##### **Nest Group - Electronics Division – SFO Technologies Pvt Ltd**

*Mar2016 - Aug 2019*

- Reconciliation of Vendor Accounts, Inter Division Accounts and Inter Company Accounts.
- Handled (CAPEX) Capital Goods Approval process based on budgeted figures.
- Validated Tax Payable data, ensured its timely remittance, and filed Tax Returns.
- Issued Tax certificates to clients, quarterly and issued E-Way bills to transporters, daily.
- Provided Tax Reconciliation to Auditors on half yearly and yearly basis.

##### **Nest Group - Food & Beverage Division – Nest Foods & Beverages**

*Dec2014 - Mar 2016*

- Handled Accounts Payables, TA reimbursement, Salary disbursement, Bank Reconciliation and physical stock verification.
- Reduced volume of debtors through timely collection of receivables by following up with the marketing team.
- Ensured proper recording and maintenance of cash and Inventory by monitoring the transactions made by Cashier and Storekeepers.
- Submitted MIS - Reports on Sales, Receivables, Production, Payables and Profit & Loss A/c to the management.
- Ensured on time remittance of VAT and filing of VAT Return on time.

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8 Oct 2012–19 Dec 2014

### Executive Accounts

**Merchem Limited, Kochi (India)** – Chemical manufacturing company for rubber industry.

- Booked Purchase Invoices and all other Expense Bills in SAP.
- Handled Petty Cash, Bank payments and booking the same in SAP.
- Prepared Reconciliations of Bank, Vendor and Inter-company accounts on monthly basis.
- Co-ordinated with HR in the process of distributing workers Salary by Cash.

20 Sep 2010–6 Oct 2012

### Accounts Executive

**The Devicolam Distilleries Ltd, Kochi (India)** – A unit for manufacturing and bottling of Liquor.

- Made vendor payments and Booked Journal entries, Bank payments & receipts.
- Monitored cash and verified the petty expenses made by the cashier.
- Prepared bank reconciliation and conducted monthly verification of inventory.
- Ensured on time remittance of statutory dues and Filing of VAT and TDS returns.

8 Mar 2007–20 Jan 2010

### Sr. Asst. Accounts

**Saud Bahwan Group, Muscat (Oman)** – One of the largest companies in Oman with dealership in renowned brands like Toyota, Lexus Kia, Komatsu etc. and engaged in other diversified activities.

- Ensured proper recording and safe custody of Post Dated Cheques received from customer and its timely deposit in banks.
- Prepared Reconciliation of 30 bank accounts on monthly basis.
- Handled Preparation of Journal Vouchers, Payment advices and Credit notes.
- Engaged in distribution of Salary by cash.

16 Oct 2003–5 Mar 2007

### Audit cum Accounts Asst.

**Paulson & Company, Kochi (India)** – Chartered Accountant firm providing tax consulting, statutory audit, internal audit and book keeping services.

- Engaged in conducting Auditing of various organisations.
- Prepared Balance Sheet, Trading, Profit & Loss Account, Trial Balance, Bank Reconciliations and inter branch reconciliations of various organisations.
- Prepared Daybook and Ledger for various organisations.
- Ensured the accuracy of accounts by scrutinizing the financial records.
- Prepared and filed Income tax return of clients.
- Conducted Physical verification of stock and cash of various organisations.

## ACADEMIC QUALIFICATION

2006	M Com	Mahatma Gandhi University	57%
2003	B Com	Mahatma Gandhi University	53%
2000	Pre Degree	St Albert's College, Kochi (India)	52%
1998	SSLC	St Albert's High School, Kochi (India)	58%

## OTHER INFORMATION

**Experienced Computer Software** – MS Excel, MS Word, Tally, AS 400, SAP, Navision, C-Square

**Language (Read, Write & Speak)** – English, Hindi & Malayalam

**Gender / Status** – Male / Married

**Date of Birth** – 05<sup>th</sup> Dec 1981

**Nationality** – Indian

**Visa Status** – Visit Visa