

# Curriculum Vitae

Name: Janarthanan.R

<b>Objective</b>	To attain a position in an organization that provides me with a challenging work environment, scopes for developing new skills, and opportunities for professional growth.																									
<b>Education</b>	<b>Academic Records:</b> <table><tr><th>Degree</th><th>School/College</th><th>Board/University</th><th>Year</th><th>Class</th></tr><tr><td>M.Com</td><td>Erode Arts and Science College, Erode</td><td>Bharathiar University</td><td>1988</td><td>Second</td></tr><tr><td>B.Com</td><td>Erode Arts and Science College, Erode</td><td>University of Madras</td><td>1984</td><td>Third</td></tr><tr><td>Plus 2 (Vocational Education)</td><td><b>E.L.M. Febrecius Higher Secondary School,Madras-7</b></td><td>Tamil Nadu State Board</td><td>1981</td><td>Second</td></tr><tr><td>X Std (New Pattern)</td><td><b>E.L.M. Febrecious Higher Secondary School,Madras-7</b></td><td>Tamil Nadu State Board</td><td>1979</td><td>Third</td></tr></table>	Degree	School/College	Board/University	Year	Class	M.Com	Erode Arts and Science College, Erode	Bharathiar University	1988	Second	B.Com	Erode Arts and Science College, Erode	University of Madras	1984	Third	Plus 2 (Vocational Education)	<b>E.L.M. Febrecius Higher Secondary School,Madras-7</b>	Tamil Nadu State Board	1981	Second	X Std (New Pattern)	<b>E.L.M. Febrecious Higher Secondary School,Madras-7</b>	Tamil Nadu State Board	1979	Third
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<b>Extra Qualification</b>	<table><tr><th>Course</th><th>Institution</th><th>Year</th><th>Class</th></tr><tr><td>Post Graduate Diploma In Computer Programming</td><td>Madurai Kamaraj University</td><td>1991</td><td>First</td></tr><tr><td>English Typewriting Higher (45 wpm)</td><td>Department of Technical Education</td><td>1983</td><td>Second</td></tr></table>	Course	Institution	Year	Class	Post Graduate Diploma In Computer Programming	Madurai Kamaraj University	1991	First	English Typewriting Higher (45 wpm)	Department of Technical Education	1983	Second													
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English Typewriting Higher (45 wpm)	Department of Technical Education	1983	Second																							
<b>Work Experience</b>	<ul style="list-style-type: none"><li>SRI Andal Computer Services, Sarada College Road, Salem - 7<ol style="list-style-type: none"><li>Branch In charge cum Faculty, 1989 to 1991</li></ol>Branch Co-ordinator and Taking Class (MS Dos, Foxpro, MS Office 97)</li><li>SKM Animal Feeds And Foods (India) Limited,180, Gandhiji Road, Erode - 638001.<ol style="list-style-type: none"><li>Senior. Assistant from the year 1991</li><li>Junior. Officer (System) 1992 to 1996</li><li>Officer - (System) 1996 to 99</li></ol></li></ul> <p>Maintaining Novell Network, Training to Users, In-House Software Development and Taking Backups</p> <ul style="list-style-type: none"><li>Sakthi Masala Pvt Ltd,6, Mamarathupalayam, Erode - 638 004<ol style="list-style-type: none"><li>System Administrator cum Computer Programmer from 1999 to 2005</li><li>Computer Programmer cum Payroll Administrator from 2005 to feb,2011</li></ol></li></ul>																									

**From 2005 to 2011 in Payroll Maintenance.**

**ROLES**

Working experience in Pay care Software (Payroll ),Mumbai and Microsoft Navision 2009 (First ware, Chennai) Payroll Module.

Responsible for running Monthly/Weekly payroll for over 1000 employees and multiple companies using Payroll Software.

Maintain a daily attendance register and mark the attendance of the employees to avoid further issues in paycheck amounts

Check for the entries of daily payrolls of the employees made by the juniors and correct their mistakes.

Enter the data and keep the data up-to-date for all employee's in the payroll software, including new employees, Resigned and Retired.

Fully responsible for Payroll calculation, entering payroll information and taking printouts from the payroll software packages.

Govern all Weekly, Month and Year-end activities.

Preparation of special reports for management using ad-hoc and standard reports.

**Provident Fund**

Preparation of Form 2 for new employee who joined in PF enrollment.

Monthly preparation of PF Challan, PF Form 5,PF Form 10, PF form 12 A and sent to the PF Regional Office.

Yearly Preparation of Form 3A and Form 6A to PF Regional Office.

PF Claim Settlement forms Form 19C, Form 10C and Form 10D (for pensioners) are filled properly and sent to the PF Regional Office without Fail.

**Employee State Insurance**

Preparation of Declaration Form for new employees who joined in ESI enrollment.

Monthly Preparation of ESI Challan and given to Local ESI Office.

Half Yearly return preparation of Forms Form 6 and Form 7.

Preparation of ESI Forms Form 37,Form 105 as and when required.

**From March 2011 to July 2013 Looking after Own Business (Fancy Store).**

**From August 2013 To June 2015 Worked in Mannarai Common Effluent Treatment Plant (P) Ltd, Tirupur as Administrative Office.**

**Roles :**

Looking after Administrative works like Co-ordination with Government officials (TNPCB, Handloom Textiles, Factory Inspector and others), Letter correspondence and filling, Co-ordination with company staffs and their work, Members related works and document preparation for getting loan from Tamil Nadu Government.

Payroll Maintenance of Staffs, workers and contractors.

Assist with Accounting activities

Day to day email checking and reply to them and getting quotation thru email and finalize the prices.

Cheque Preparation work

	<p><b>From July 2015 to Jan 2016 Worked in True Blue Water Technologies, Tirupur as Accountant cum Administrative Office.</b></p> <p>Roles :</p> <p>Looking after Accounts and Administrative works</p> <p>Payroll Maintenance</p> <p><b>From Feb 2016 to Mar 2020 Working in Akshara Water Treatment, Perundurai (Operation and Maintenance contract at Asian Fabricxs Pvt Ltd) as Admin Incharge.</b></p> <p>Roles :</p> <p>Looking after Administrative works like Preparation of MIS Reports, House Keeping and Co-ordination with Client Side activities..</p> <p>Payroll Maintenance of Staffs and ALL PF and ESI related works</p> <p>TNPCCB Online Preparation and Completion Work.</p> <p><b>From Mar 2020 to Mar 2021 Working in Iswarya Fertility Center Erode as Accountant cum HR</b></p> <p>Roles :</p> <p>Looking after Zoho Software and Recruitment of Staffs</p> <p><b>From April 2021 to till date Working in Sri Venkarachalapathy Constructions Private Limited Chennai as Accountant</b></p>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• Operating System: MS DOS, Windows 98, Windows 2000, Windows XP, Windows 7</li> <li>• Programming Languages: Foxpro, Visual Foxpro, Clipper</li> <li>• Professional Software: MS Office xp, MS Office 2000, VB 6.0, Microsoft Visual Studio 2005, Crystal Reports</li> <li>• Database Management Systems: SQL, Oracle 7, MS-Access</li> <li>• Familiar with Network Cabling, Hard Disk Formatting, Microsoft OS installation and Other PC Utilities.</li> <li>• Well verse in Microsoft Navision 2009 Payroll Module.</li> <li>• Well verse in implementation of software for in-house successfully.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 2 years as Faculty under Dos Environment</li> <li>• 12 Years in Development and maintenance of Application Software for In-House requirement.</li> <li>• 6 Years in Payroll Maintenance (Includes Provident Fund and Employee State Insurance Form Preparation and Maintenance).</li> <li>• 6 Years in Admin and Payroll Maintenance</li> <li>• 4 Years in Accounts</li> <li>• Hardware known : Network Cabling, Hard disk formatting, OS installation and other PC Utilities</li> </ul>
<b>Languages Known</b>	English, Tamil

<b>Personal details</b>	<b>Name</b>	Janarthanan.R
	<b>Father's name</b>	Ranganathan.N
	<b>Date of Birth</b>	13-04-1962
	<b>Email address</b>	<a href="mailto:jsmk27@gmail.com">jsmk27@gmail.com</a> / <a href="mailto:jsm_k@yahoo.com">jsm_k@yahoo.com</a>
	<b>Sex</b>	Male
	<b>Nationality</b>	Indian
	<b>Contact No.</b>	Mob: 09842638444
	<b>Current Address</b>	151, C 3 Dr.Subbarayan Nagar, Near Matha Kovil, Mettur Dam - 636 401.
	<b>Current Salary</b> <b>Expected Salary</b>	Rs. Rs.