

RESUME

Kiruthiga.P | Site No.8, Sri Sai Springfield, Arumuga goundanur, Postal colony, Coimbatore | 9688660039

Objective

Seeking a Challenging Career in Reputed Industry and To Deliver My Talents and Capabilities to the Best of My Ability

Professional Education

BBA – (Marketing Management) - Tamilnadu University

Technical Skills

Operating System:

Working Knowledge in SAP applications

Type writing – (Lower in English)

Words & Ms Office Excel (Sumif and Lookup function)

Tally ERP 9 & GSTR-1, GSTR-3B

Experience Profile

1. M/S Spencer's Retail Ltd-Hyper as a Supervisor in (7 years & 6 Months)
2. M/S Spencer's Retail Ltd-Daily as a In charge in (1 year & 4 Months)
3. Admin and Accountant in Milky mist for 1 year
4. Accountant , Cash & Administrator in Sri palani murugan works (Now working)

Role

Cash & Administration, incharge, Accountant & Supervisor

Job Responsibility

- Staff Attendance, Salary Process & Pf & Esi Maintenance
- Handling Employees Database & Pay slip Preparation.
- Calculate and deduct appropriate amounts from payroll checks, salary advance, including tax withholding. Giving Biometric Access to Newly Joined Employees
- Generating invoices and challan in the company's software on a day-to-day basis
- Record all expenses and review those expenses & keep the track of expenses every month
- Managing cash, Cheque deposits and banking works.
- Record and maintain all the entries of day-to-day business transactions like Sales, Purchase, Payment, Petty Cash, receipts, purchase Order etc.
- Bank statement Reconciliation
- Organize a filing system for important and confidential company documents
- Taking Care of Online bill payment, Pf & Esi challan payment, Maintenance Bills, Electricity Bill and Water Bill of Office.
- Suppliers & Customer account statement Reconciliation to maintain the equal balance of accounts

- Dsp Purchase & Dsp stock checking
- GRN and Invoice 100% Verification
- DC Stock Check monthly basis and PIHV is Daily basis.
- 100% Stock Check at the Time Stocks Unloading & Uploading at DC & Stores.
- Disposal of DAD Stocks at DC on Monthly Basis after Passing of DAD within 15 days.
- Maintain and update company databases
- MIS Report preparing on Weekly Basis.
- stock handling & point of sales billing

Personal Skills

- Result Oriented
- Self-Confident and Self Driven.
- Team Facilitator with Good Leadership Traits.

PERSONAL DETAILS

Name	:	Kiruthiga.P
Husband Name	:	R.Balraj
Date of Birth	:	17.01.1981
Nationality& Religion	:	Indian. Hindu
Marital Status	:	Married
Languages Known	:	Tamil, Telugu & English
Hobbies	:	Music, yoga & meditation
Address	:	Site No.8, Sri Sai Springfield, Arumuga goundanur, Postal colony, Coimbatore.641010

Declaration

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief.

Place : Coimbatore

Yours Sincerely

Date :

P.KIRUTHIGA