

MUTHU KRISHNAN M

Accounts Executive

My Self

Intent to build a Responsible Career in a Challenging and Creative Environment with best Professional practices, skills and to dedicate my deliberate contribution towards growth of the Concern.

Experience

ARC Document solutions Pvt Ltd

- Accounts Executive

07/11/2022 – Present

• Responsibility

Financial Management, accounting to service Invoices and purchase invoices, AMC maintenance, vendor & Customer reconciliation, cash management, Bank account management, and Team handling.

Pearl global industry's Ltd

- Accounts Executive

20/08/2020 – 10/06/2022

• Responsibility

Financial Management, accounting to service Invoices and Purchase invoices , prepaid accounting, vendor & Customer reconciliation, customer and vendor clearing, bank coordinates and Bookkeeping.

Summary

- Preparation of Budget for HO & 3 Factories every month with various Analysis like Production, Fixed Manufacturing Ex.
- Assisting in Managing TB and P&L by Scrutiny & Clearing various GL Balance
- Management of Vendor Payment & Customer Receipts on daily basis along with Adjustments & Reconciliation (if any)
- Preparation of Vendor & Customer Aging for Outstanding & Advance Payment Follow-ups & Clearing purpose
- Month End Closing Activities like Salary, Prepaid & Provision Entries Posting in SAP
- Reconciliation of Inter Company Adjustments on a Monthly & Quarterly Basis
- Clearing of GR/IR & SR/IR outstanding Balances every month.
- Calculation of Re-Instatement Value for Foreign Currency Dr's & Cr's on Quarterly The basis for posting the Provision for Foreign Exchange Fluctuations.
- Preparation and Filing of (GST & TDS). • Providing information & support to the External & Statutory auditors as per requirement needed.
- Handled Teams in line with Efficiency
- Petty cash handle day-by-day
- Bank Reconciliation day by day
- Follow up AR and AP
- Gst report Making
- Tds report Making
- Vendor and customer reconciliation
- E-invoice Eway bill making
- Monthly report-making and reviewed
- Give the approval for Po

Contact

Thamarai street, RR Nagar, Melvalampettai, Madhurantakam

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Skills

Quick learner

Problem Solving

Preparation of Budget

Petty cash handle

Bank Reconciliation

Monthly report-making

Education

MBA

Distance education - Pursuing

B.com ISM

SRM Arts and Science college - 2019, With 61.20%

12th (Higher Secondary)

St.Columbus Higher Secondary School - 2016, With 70%

10th (Secondary School Leaving Certificate)

Ramakrishna mission high school - 2014, With 69.75%

Personal Details

Father Name : P.K.B.Moorthy

Date of Birth : 19-08-1999

Gender : Male

Nationality : Indian

Blood Group : A+

Marital status: Single

Language: Tamil & English