



# SURENTHAR RAJ.P

## ACCOUNTANT

### Career Objective :

To take up the Challenging role in the field of scientific analysis, modern techniques and excel them by applying my zeal, energy and knowledge with my positive attitude, Excellent interpersonal Skills, Excellent Communication and negotiation skills towards the growth of organization and adding the values of myself.

## EXPERIENCE

Bullmenn Motors, Coimbatore

Accountant

|Nov 2021 – Sep 2023|

- GST - Return GSTR 1 & GSTR 3B (Basic)
- GST - GSTR 2A Reconciliation (Basic)
- Bank Reconciliation
- Journal Entries
- Entering Purchase & Sales Invoices
- Making ESI and PF Challans
- Books Keeping
- Cash Handling
- Stock Maintenance
- Creating E-waybill & E-Invoice
- Maintaining Stock Every day Basis
- Accounts Receivables Follow-up
- Accounts Payable Follow-up

### Contacts

18/156L, MGR Nagar,  
Sulur,  
Coimbatore – 641 402

### Phone

6380489120

### E-mail

Surentharraj4899@gmail.com

### Skills

Tally Prime Gold

Tally ERP 9

M.S office (Excel & Word)

MSD Software

DMS Software

### Language

- Tamil
- English
- Telugu (Speak Only)

## **EDUCATION**

- **Master of Commerce (M.Com)**

Bharathiar University |Coimbatore

|Jul 2021 – Aug 2023|

- **Bachelor of Commerce (B.Com)**

Rathinam College of Arts and Science | Coimbatore

|Jun 2017 - Jun 2020|

- **Higher Secondary**

Govt Boys Higher Secondary School, Sulur | Coimbatore

|May 2015- Mar 2017|

- **SSLC**

Govt Boys Higher Secondary School, Sulur | Coimbatore

|Apr 2013 - Mar 2015|

## **PERSONAL INFORMATION:**

Name : P.Surentharraj

Father name : Prakash

Date of Birth : 04.08.1999

Nationality : Indian

Gender : Male

Marital Status : Unmarried

### **Declaration :**

I do hereby declare that the above statement mentioned in my resume are true and correct to the best of my knowledge and belief.

PLACE : Coimbatore

DATE :

(SURENTHAR RAJ.P)

