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Madurai Tamil Nadu

## Skills

- Tally
- MS excels
- Net banking
- Petty cash
- GST and sale and purchase invoice payment
- Vehicle management
- Accounts Receivable and Payable
- Warehouse Operations

## Education And Training

01/2024

### **MBA:**

Human Resources Management  
**Madurai Kamarajar University**  
Madurai, TN

05/2022

### **Bachelor Of Commerce:**

Accounts with Computer application  
**N.M.S. Vellaichamynadar Nadar Collage**  
Madurai, TN

## Certifications

Accounts-pro computerized financial accounting -APTECH computer education- 20. July.2017  
MS Office-APTECH computer education-20. July.2017

# Yuvarajan s

## Summary

Detail-oriented and highly organized accounting assistant with a strong foundation in Tally, MS Excel, banking, and ensuring proper GST billing. While I may be new to Deesons Logistics, I bring a strong aptitude for management and a commitment to accuracy and efficiency in financial operations. Applying for the position of Senior Accountant at Logistics, Pvt Ltd, to leverage my skills in financial analysis, reporting, and team leadership to drive the company's success.

## Experience

### **Deesons Logistics - Accounts Officer**

Madurai, TN

11/2022 - Current

- Organized an account of a company through Tally and managed a vehicle
- Tally, MS excel and GST Invoices. In our company we have a C&F they also maintain by us
- Purchase and sales maintain Managed and reconciled purchasing and sales ledgers for a mid-sized corporation, overseeing transactions averaging Rs 300 k per month, ensuring accuracy and compliance with financial regulations.
- Organized filing system for account documents such as invoices, receipts.
- Managed accounts receivable functions including billing, collections, customer inquiries.
- Maintained accurate record keeping of all financial transactions.
- Received and recorded cash, checks and transfers.
- Handled accounts payable and receivable operations for business with 5 cr in yearly revenue.

### **Deesons Logistics - Logistics Assistant**

Tamil Nadu, India

11/2022 - Current

- Implemented ordering, tracking and billing systems and associated processes to streamline procedures.
- Resolved customer complaints related to product quality or delivery issues.
- Identified opportunities to reduce cost and improve productivity.
- Managed stock levels within warehouses using inventory control systems.

## Coursework

- MS office
- Tally
- Computerized Financial accounting

## Projects

Courier and service management, 04/01/23, 05/01/23, Our project will be a customer order r courier through visual basic Developed a robust order management system in Visual Basic for a courier service, facilitating over 500 weekly orders, ensuring real-time tracking and efficiency in delivery operations.

## Activities And Honors

- learn continually and develop a skill
- improve communication and be to open a new experience
- content creating and listening skills

## Disclaimer

I so hereby confirm that the information given about me is true to the best of my knowledge