

CURRICULUM VITAE

MARIAPPAN .K

Email ID

mariappanbcs23@gmail.com

Contact Number

+91 99629 48170

Address

20/21, Sevanthy Pillaiyar
Koil Street, Woraiyur,
Tiruchirappalli District,
620 003..
Tamilnadu, India.

Languages Known:

English (R / W / S)

Tamil (R / W / S)

CAREER OBJECTIVE

To work in a challenging & professional environment where I can apply my professional skills and potentials to achieve organizational & personal Excellence.

PROFESSIONAL DEVELOPMENT

Name of the College (or) Institution	Name of the Course	Place of Education	Year of Passing
KUMARARANI MEENA MUTHAIAH COLLEGE OF ARTS & SCIENCE	B.Com	Chennai, Tamilnadu.	2013-2016
BESANT THEOSOSOPHICAL HIGHER SECONDARY SCHOOL	H.S.C	Chennai, Tamilnadu.	March 2013
BESANT THEOSOSOPHICAL HIGHER SECONDARY SCHOOL	S.S.L.C	Chennai, Tamilnadu.	March 2011

TECHNICAL DEVELOPMENT

- ✓ Knowledge of Tally Prime & Tally ERP Software
- ✓ Knowledge of Microsoft Excel, Microsoft Word, Internet etc.,
- ✓ Knowledge & E- Filling of GST, TDS, ESIC, Provident Fund

MARIAPPAN .K

Email ID

mariappanbcs23@gmail.com

Contact Number

+91 99629 48170

PROFESSIONAL EXPERIENCE

- ✓ SHAKTHI OIL REFINERIES – CHENNAI
ACCOUNTANT, From MARCH 2022 to Till Now

KEY RESPONSIBILITY

- ✓ Maintain day to day books of Accounts in Tally Prime
- ✓ Maintain Journal Entry, Sales, Purchases, Contra, Receipt, Payments, Debit Note, Credit Note & Expenses Invoices
- ✓ Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors
- ✓ Regular verification of records / documents relating to preparation of Monthly Return.
- ✓ Verification of Purchase invoices with purchase register for Input Credit availment.
- ✓ Preparation and e-filing / Manual filing of TDS Monthly Returns based on the information furnished by company.
- ✓ Preparation and e-filing / Manual filing of ESIC Monthly Returns based on the information furnished by company.
- ✓ Preparation and e-filing / Manual filing of Provident Fund Monthly Returns based on the information furnished by company.
- ✓ Coordinating with other circles for Stock Reconciliation.
- ✓ Regular verification of records / documents relating to preparation of GST Monthly Return.

MARIAPPAN .K

Email ID

mariappanbcs23@gmail.com

Contact Number

+91 99629 48170

PROFESSIONAL EXPERIENCE

- ✓ JAI MARUTHI CONSULTANCY - CHENNAI
Accountant From September 2020 to March 2022

KEY RESPONSIBILITY

- ✓ Bank related activities (Cash / Cheque Deposits & Withdrawals)
- ✓ Maintaining Purchase and Sales Registers other clients.
- ✓ Preparation and e-filing / Manual filing of GST Monthly Returns based on the information furnished
- ✓ BRS – Bank Reconciliation Statements.
- ✓ Able to do repetitive and mundane administrative tasks
- ✓ Highly efficient in the use Excel and Word
- ✓ Handle large amounts of paperwork and data.
- ✓ Leading an Administrative Team.
- ✓ Answering the Telephone and Dealing with Incoming Phone Calls.
- ✓ Ordering Office Stationary When Stocks Are Low.
- ✓ Producing Creditor Payment Lists.
- ✓ Controlling the Office Petty Cash Float.
- ✓ Exchanging Information with Other Company Departments.
- ✓ Explaining Office Procedures to New or Junior Members of Staff.
- ✓ Handling Administrative Requests from Members of the Office Team.
- ✓ Making Travel and Accommodation Arrangements for Company Directors.

KEY SKILLS AND COMPETENCIES

- ✓ Ability to analyse and interpret factual information to solve straightforward problems.
- ✓ Ability to work to tight deadlines and under pressure.
- ✓ Can work well individually or as part of a team.
- ✓ Experienced in handling cash and taking payments from members of the public.
- ✓ Explaining complex ideas clearly.
- ✓ Making sure the office meeting the strictest health and safety requirements.

MARIAPPAN .K

Email ID

mariappanbcs23@gmail.com

Contact Number

+91 99629 48170

PROFESSIONAL EXPERIENCE

- ✓ SATHIYARAM AUDIT EXECUTIVE - CHENNAI
Junior Accountant, From October 2019 to March 2020.
- ✓ KR KARUNANITHI BUSINESS ASSOCIATES - CHENNAI
Junior Accountant, From January 2017 to October 2018.

KEY RESPONSIBILITY

- ✓ Bank related activities (Cash / Cheque Deposits & Withdrawals)
- ✓ Maintaining Purchase and Sales Registers other clients.
- ✓ Preparation and e-filing / Manual filing of GST Monthly Returns based on the information furnished
- ✓ BRS – Bank Reconciliation Statements.
- ✓ Able to do repetitive and mundane administrative tasks
- ✓ Highly efficient in the use Excel and Word
- ✓ Handle large amounts of paperwork and data.
- ✓ Leading an Administrative Team.
- ✓ Answering the Telephone and Dealing with Incoming Phone Calls.
- ✓ Ordering Office Stationary When Stocks Are Low.
- ✓ Producing Creditor Payment Lists.
- ✓ Controlling the Office Petty Cash Float.
- ✓ Exchanging Information with Other Company Departments.
- ✓ Explaining Office Procedures to New or Junior Members of Staff.
- ✓ Handling Administrative Requests from Members of the Office Team.
- ✓ Making Travel and Accommodation Arrangements for Company Directors.

KEY SKILLS AND COMPETENCIES

- ✓ Typing and preparing reports.
- ✓ Never being put off by interruptions.
- ✓ Having a mature outlook and a keen sense of responsibility.
- ✓ Strong commitment to equal opportunities.
- ✓ Able to manage her own workload.
- ✓ Planning employee events like leaving parties.

DECLARATION

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

Place: Chennai.

Date:

(MARIAPPAN .K)