

RANJITH KUMAR.N

+91-9600396137
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Objective

A young mind seeking for an opportunity to utilize my abilities in a useful manner. I would like to become best employee in the enterprise and dedicate my life to the growth of the company.

Skills

Accounting Package: Tally ERP9, Tally Prime

Computer Skills : MS office, Type Writing

Experience:

Company Name: SP Mani & Mohan Dairy Pvt Limited

Place: 34, Jeevanantham Street, Kollampalayam, Erode – 638002.

Designation: Executive - Accounts

Duration: Jan 2022 to till date

Performed Accounts Receivable and Reports.

- Entry Posting of Purchase, Sales, Payment, Receipt, Journal Voucher, Debit & Credit Note.
- Day to day Cash & Bank transaction entry posting.
- Preparation of report as per requirement of GST, TDS, Ledger and etc.,
- Preparing Monthly reports are Account Payable, Account Receivable.
- Preparing Outstanding list of Debtors and Creditor statement
- Bank, Debtors & Creditors, Related party (Group company) Transaction & Reconciliation.
- Preparing Outstanding list of Debtors & Creditor statement, Manage Vendor & Creditor ledger.
- Manage vendor accounts, generating payment - Cheques/Online daily basis.
- Prepaid expenses, Provision entries for month end outstanding report.

Company Name: Brass World Pvt Ltd

Place: VKL Nagar, Thudiyalur, Coimbatore - 641029.

Designation: Executive - Accounts

Duration: Oct 2014 to Jan 2022 (7Years 6Months)

Performed Accounts Payable, Receivable and Reports.

- Entry Posting of Purchase, Sales, Payment, Receipt, Journal Voucher, Debit & Credit Note.
- Verification of Vouchers & helping in Auditing.
- Daily Scrolls Updating on Cash Inflow and Outflow, Preparing of Petty Cash Book.
- Day to day Cash & Bank transaction entry posting.
- Preparation of report as per requirement of GST, TDS, Ledger and etc.,
- Preparing Monthly reports are Account Payable, Account Receivable.
- Preparing GSTR1 & GSTR3B consolidation report

- Preparing Outstanding list of Debtors and Creditor statement
- Bank, Debtors & Creditors, Related party Transaction & Reconciliation.
- Preparing Outstanding list of Debtors & Creditor statement, Manage Vendor & Creditor ledger.
- Prepaid expenses, Provision, Goods in Transit entries for month end outstanding report and other month end activities.
- Finalizing Quarterly, Half-yearly and Year-End Schedule and Preparation of Variance Report
- Accounting and Tracking of New- Acquired Assets Capitalization.
- Manage vendor accounts, generating payment - Cheques/Online daily basis.
- Prepaid expenses, Provision entries for month end outstanding report.

Company Name: Falcon Group of Impulse Organization

Place: Avinashi Road, P N Palayam, Coimbatore

Designation: Management Trainee

Duration: June 2013 to July 2014 (1Year)

- Gathered, analysed and discussed market trends and data with co-workers and clients.
- Proficient in providing quality sales and services through a multitude of channels.
- Performed attribution research.
- Conducted scenario analysis.
- Drafted internal presentations.
- Prepared client-servicing materials.

Education:

PG Degree- MBA(Finance & Marketing)

Passed Out: May 2013

College: Sri Krishna College of Engineering & Technology, Coimbatore

Aggregate: 55%

UG Degree- B.Sc.(CS)

Passed Out: May 2011

College: Sree Saraswati Thyagaraja College, Pollachi

Aggregate: 60%

Higher Secondary (Accountancy, Commerce)

Passed Out: March 2008

School: Planiammal Higher Secondary School, Kaliyapuram.

Aggregate: 68%

SSLC

Passed Out: April 2006

School: Government Higher Secondary School, Anaimalai

Aggregate: 45%

Strength

Self-motivated.
Be a good leader.
Hard Worker.

Hobbies

Playing Chess and Cricket.
Listening to music.

Personal Details

Name	:	Ranjith Kumar.N
DOB	:	12.01.1990
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian
Address	:	12/B, Panchayat Office Street, Kottur, Pollachi(TK), Coimbatore – 642 114
Contact	:	+91 96003 96137
Languages Known	:	English, Tamil and Telugu

Declaration

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

Date:

Yours Truly,

Place:

N. RANJITH KUMAR