

SANTHOSH KUMAR V

ACCOUNTANT



Contact

Address:
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Languages

- ENGLISH (Speak, Read, Write)
- TAMIL (Speak, Read, Write)

Personal Summary

- DATE OF BIRTH : 18-05-1996
- MARITAL STATUS : SINGLE
- NATIONALITY : INDIAN

DECLARATION

I hereby declare that the above written particulars are authentic and effectuate to the best of my knowledge and belief.

Summary

Highly detail-oriented individual, eager to contribute towards the building of a strong finance team. Skilled at handling Audit projects and Balance Sheets. Knowledge and understanding of various Accounting and Finance tools.

Skill Highlights

- TALLY - TALLY ERP.9
- Microsoft office (EXCEL, WORD, POWER POINT)
- HTML
- Photoshop 7.0

Experience

1. **M. NANDHA KUMAR (AUDITOR)** - AUDIT ASSISTANT from 01.07.2016 to 31.03.2022
2. **CIYES SYSTEMS PRIVATE LIMITED** - JUNIOR ASSOCIATES under the Finance department of from 13.04.2022 to 04.04.2023 (IT)
3. **FREELANCER** - Related to Account filing of Returns - Till Now

I have experience in handle the documents related to:

- GSTR – (1), (3B) & 2(A) Reconciliation
- TDS & TCS - Payment & Sections Handle
- **Administrative Work** - PF & ESIC Reconciliation, Documentation Work, Renewal of Company Licenses, TN-Reginet for Registration of Firm Maintenance
- **Income Tax** - Preparation of P&L and Balance Sheet.
- **Accounts Work** - Tally (Passing All Entries), Book Keeping, Cash Handling, Invoicing, E-Way Bill, E- Invoicing, Payable and Receivables, Bank Reconciliation, Internal Audit.
- **Imports** – Freight Clearance.
- **Bank Related Work** - Online Payments.

ACADEMIC

COURSE	NAME OF THE INSTITUTION	YEAR OF PASSING	PERCENTAGE (%)
B.COM	Government Arts and Science College, Komarapalayam	2017	61%
HSC	Government Boys Higher Secondary School, Komarapalayam	2014	66%
SSLC	Government Boys Higher Secondary School, Komarapalayam	2012	57%

Certifications

- Certification on TALLY Course
- Certification on MS Office