

A.K.JAIKUMAR



NO, 3, Bharathi Street,
Villivakkam, Chennai – 49.



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jai12122000@gmail.com



Career Objective

To work in an innovative and challenging environment that will utilize my skill and provide stimulating opportunity for my career growth and also for the development of the organization to achieve challenging height.



Education

QUALIFICATION	INSTITUTION / UNIVERSITY	YEAR OF PASSING	PERCENTAGE
B.Com (C.A)	Sri Venkateshwara University	2022	75%
M.E.C	Board Of Intermediate Education	2019	60%
S.S.L.C	Board Of Secondary Education	2017	75%



Nature of work & Skill Strength

- Knowledge of MS office, MS word, MS excel, MS PPT.
- Maintain accounts in Tally ERP 9 and Prime.
- Knowledge Accounts Payable & Receivable.
- Knowledge of GST Return filing / GSTR 2A reconciliation / E-Way Bill.
- Handling of Cash & Bank Books.
- Knowledge of Bank Reconciliation Statement (BRS)
- Ability to Prepare journal entries and General Ledger.
- Reviewed and processed invoices, sales tax, and purchase orders, ensuring the accuracy of all data.
- Preparing TDS Statement.
- Excellent Communication Skills both verbal and written.



- A Study on PAYROLL IN TALLY at “MAHINDRA COMPANY PVT LTD” a Project Report to SV University Tirupati From 02-04-2022 To 06-05-2022.



Work Experience

- I am working as an *Account Assistant* in **MSMD & ASSOCIATES** From May22 to Till Date.



Personal Details

Name	: A.K. Jaikumar
Father's Name	: A.S. Kumaresan
Mother's Name	: A. K Mainmagalai
Date of Birth	:01.12.2000
Age	: Age 22
Marital Status	: Single - Unmarried
Nationality	: Indian
Native	: Nagari, Chittoor District
Languages Known	: Tamil, Telugu and English

Declaration

I, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Place: Chennai

Date:

A.K.Jaikumar