

SUMMARY

- Over 2 Yrs of Accountant Experience with Tally ERP9.
- Manage all accounting operations based on accounting principles.

OVERVIEW

- Preparation of Budgets, Variance analysis and various MIS Reports.
- Taking care of purchase entry, sales entry, journal entry and cash entry.
- Working with auditor for filing returns.
- Working with auditor for GST and having basic experience in GST.
- Taking care of online payment system to the client.
- Experienced in Preparing product and financial forecasts.

EDUCATION

Qualification	Institution	Board/ University	Year of passing	Percentage(%)
M.COM	P.K.R Arts college for women, Gobichettipalayam	Bharathiyar university	2013-2015	82%
B.COM(CA)	P.K.R Arts college for women, Gobichettipalayam.	Bharathiyar University	2010-2013	76%
HSC	C.K.K.Matric.hr.sec.school, Gobichettipalayam.	Matriculation	2009-2010	75%
SSLC	C.K.K.Matric.hr.sec.school, Gobichettipalayam	Matriculation	2007-2008	62%

CERTIFICATION

- Tally ERP9

TECHNICAL OVERVIEW

Operating Systems

Windows 7, Windows 8 and Windows 8.1

Tools

Tally ERP9, MS Excel

PROFESSIONAL EXPERIENCE

Brill Traders

Dec -2015 to Jan -2018

Dye chemicals suppliers, manufacturers, dealers, wholesalers & exporters in Erode, Tamil Nadu

Role: Junior Accountant

- Manage all accounting operations based on accounting principles
- Perform sales invoicing to clients with information from operations department.
- Interact with internal and external clients relating to accounts and finance matters of outstandings, credit/debit notes, deductions, etc
- Handle account payables and receivables.
- Accounts to be maintained in books of tally ERP9.
- Responsible for preparation of cash, bank, journal, purchase, contra and sales.
- Prepare product and financial forecasts.
- Publish financial statements in time.
- Conduct month-end and year-end close process.
- Collect, analyze and summarize account information.
- Compute taxes and prepare tax returns, balance sheet, profit/loss statement etc
- Develop periodic reports for management.
- Keep information confidential and secure them with random database backups.
- Keep up with financial policies, regulation and legislation.
- Taking care of maintaining stocks.

PERSONAL PROFILE

Name : M.Malarmathi
Father's Name : A.Mylsamy
Mother's Name : M.Malathi
Date of Birth : 01.05.1993
Gender : Female
Nationality : Indian
Community : BC

Marital Status : Married
Languages known : Tamil&English(Read & write)
Address : W/O P.Sathish,
Flat #5,3rd cross street,
Rajeswari Nagar,
Kelambakkam
Chennai - 603103.

DECLARATION

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

Place : Chennai
Date : 07-05-2018

(M.MALARMATHI)