

PARTHIBAN THANARAJ



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PROFILE

Certified Jr. Accountant with 3+ years of experience of Auditing Works[Filing GST, TDS & Professional Tax Returns].

CAREER OBJECTIVE

To work in a challenging atmosphere and achieve success in life through hard work and determination.

To face the challenges that offers me a good potential for my future and the growth of the firm in which I'm involved and to extend my interest in synergistic relationship.

SOFT SKILLS

- # MS OFFICE
- # Windows
- # Tally ERP
- #Basic Computer Skills
- #MS EXCEL
- #MS PPT
- #ADOBE PHOTOSHOP
- #HTML

EXPERIENCE

- **JUNIOR ACCOUNTANT** – 2019 - 2022
VYASAA CONSULTANCY & TRADERS - THAMMAMPATTY, SALEM
I have worked as JUNIOR ACCOUNTANT in VYASAA CONSULTANCY & TRADERS for 3 years.

Work Responsibilities:
 - Visiting Statutory bodies for accounting-related works
 - Handling day-to-day accounting activities
 - Managing invoices

TECHNICAL SKILLS

- Filing IT Returns [ITR 1, ITR 3 & ITR4]
- Filing GST Returns [GSTR1 & GSTR3B]
- Preparing XML for ITR 1, ITR 3 & ITR4
- Preparing Form 16 A & B
- Preparing Balance Sheets in Excel
- Maintaining Books of Account in Tally ERP
- Handling Day-to-Day Accounting Activities

EDUCATION

- **DEGREE** – 2016 -2019
NEHRU MEMORIAL COLLEGE (AUTONOMOUS) - PUTHANAMPATTI, TIRUCHIRAPPALLI
I Studied **BSC - Computer Science** in Nehru Memorial College (Autonomous) at Puthanampatti, Trichy.(Dt)
- **SECONDARY & HIGHER SECONDARY** – 2014, 2016
GOVT HR SEC SCHOOL –T. MURUNGAPATTI, TIRUCHIRAPPALLI
I Studied Secondary & Higher Secondary from Govt Higher Secondary School, T.Murungappatty, Trichy.(Dt)