

+91 7373959484

nakkeeran1993@gmail.com

13-06-1993

SKILLS

Advance Level Tally ERP 9

ADDITIONAL INFORMATION

I have performed in some songs on social media (Youtube).

INTERESTS

- Reading Books
- Playing Volley Ball and Cricket
- Singing Song
- Social Activities

LANGUAGE

Tamil and English

NAKKEERAN K

25/22, East Street,
Oranthairayan Kudikkadu Po
Orathanadu Tk
Thanjavur Dt
Tamil Nadu
614 625



EXPERIENCE

TANUVAS

August 2014 - July 2023

Accounts Assistant

9 Years Department Administration, Handling of Payroll Purchasing and Tender Activities in the Department of Pharmacology and Toxicology, Maintenance of Cashbook Records & Registers, Forecasting, RE-BE, MS Office, Advance Level ERP 9, Submission of Monthly and Annual Accounts, TDS E- Filing, Maintenance Short Term Deposit Receipt Accounts.

Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.

Prepared itemized statements, bills or invoices and recorded amounts due for items purchased or services rendered.

Performed administrative and clerical duties such as word processing, data entry, faxing and copying.

Prepared and mailed invoices to customers, processed payments and documented account updates.

Maintained clean and organized files by keeping accounts payable records up-to-date.

Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments.

Assisted management with annual expense plans to strategically track income or revenue.

Completed payroll functions to facilitate accurate and prompt staff payments.

Assisted in budget preparation and forecasting to control expenditure and maximize profitability.

EDUCATION

Bharathidasan University

Passing Year - 2013

MA English

Bharathidasan University

Passing Year - 2024

MBA Human Resource

ACHIEVEMENTS & AWARDS

- NSS Participation and Camping Certificate
- Participation Indian Government Quiz

Signature: 

NAKKEERAN K