

B. MADHANA GOPAL**Mobile No: 9790816208/9710962603****E-mail: akashmadhan27@gmail.com**

Career Objective

To pursue a challenging position in a requested organization which gives opportunity to utilize my skills and experience in achieving a common goal for the growth of the organization in the ever-changing global technologies.

Academic Profile

STANDARD /DEGREE	SCHOOL/COLLEGE	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
MBA	Madras university	State	2024	-
B.Com	VISTAS	Autonomous	2021	69%
HSC	Assumption Higher Secondary School	State	2018	48%
SSLC	Navabharath Matric.School	State	2016	63%

Professional Experience**Company : Zenminds Sporting Technology., Chennai****Designation :** Accountant**Duration :** Sep 04.2021 to Jan 05.2023**Company : Homegenie Building Products Private Limited****Designation :** Finance executive**Duration :** March 13.2023 to June 30.2023

Roles and Responsibilities

- Accounts payable and receivable
- Preparing Bank reconciliation and preparing daily reports
- Processed more than 1200 Invoices per month for a large scale organization
- Preparing and maintaining financial reports
- Maintaining all financial statements
- Analyze the financial data and report periodically in each cycle
- Preparing invoice and maintaining payment records
- Co-ordinate with clients for queries related to invoice and payment

Personal Strengths

- Optimistic and enthusiastic to learn New Concepts/Practices.
- Self confident and Determined.
- Better Planning and Co-ordination, Always Punctual.
- Ability to cope up with different situations.

Operating Systems

Operating systems : Knowledge of
Windows 8, 7, XP
Hard Skills : Knowledge
of Ms Excel , PowerPoint ,
Ms Word , Tally Erp 9 And Zoho Books

Co-Curricular Activities

- Participated in various sports especially cricket and athletics in School and Collegedepartment level.
- Hobbies are like playing cricket, badminton, football and listening to music.

Personal Details

Name : Madhana Gopal
Date of Birth : 05 July 2000
Sex : Male
Father's Name : K. Balaji
Mother's Name : B. Bhuvaneshwari
Language : English, Tamil and Telugu
Known
Nationality : Indian
Marital Status : Single
Permanent : No. 2, 9th Block, Pushpa Nagar,
Address : Nungambakkam, Chennai-34

Declaration

I hereby declare that all the above details are true to the best of my knowledge and I assure asatisfactory contribution from my end.

LOCATION: Chennai
MADHANAGOPAL