**Pavithra C**

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**Objective:**

Striving accountant with almost 3.11yrs of experience in Bookkeeping & Year-end accounts finalisation and I’m seeking a position in accounting field where excellent analytical and technical skills can be utilised.

**Professional Experience:**

**Profile #1:** Senior Associate – Accounting & Finance

Sept 2017 – Till date

Sundaram Business Services Limited, Chennai.

Responsible for preparing & maintaining books of accounts, journal entries, end to end general accounting, cash flow statements, GST reconciliation and year end accounts finalisation.

**Area of Experience:** General ledger process (End to end accounting) - Australian & UK accounting

**Professional Duties:**

* Update and maintain all books of accounts
* Check end to end Aged payables and make necessary payments to vendors and statutory payments as required
* Check Aged receivables and reconcile with appropriate bank receipts
* Prepare timesheets and process payroll and Journal entries
* Completing bank reconciliations
* Reconciliation of credit card statement monthly
* Quarterly/Monthly GST & VAT returns
* Periodic analysis of general ledger accounts and various monthly and quarterly reporting
* Prepare month end/year-end journal entries for prepayment,, accruals, depreciation, investment revaluation, LSL & AL provisions and reclassification.
* Performing inter company reconciliation
* Maintaining Fixed assets register with necessary supporting documents
* Reconciliation of balance sheet
* Analysis of profit & loss monthly
* Summarise the financial status by collecting information, preparing Balance sheet, Profit and loss statement
* Supporting for audit queries during half year & annual audit
* Responsible for preparing monthly management/board report
* Prepare and deliver other reports as and when needed
* Preparation of Year-end account finalisation/audit reconciliation file
* Preparation of financial statement

**Other non-core activities:**

* Responsible for preparing skewness report
* Drafting procedure manual for the process
* Preparing monthly/weekly work planner for team
* Coordinating with team for preparing RCA report
* Providing job training/query resolving for new joiners & juniors
* Hosting weekly calls with clients for workflow discussion

**Educational Qualification**:

**B.Com (General)** – 2014 – 2017

University of Madras – Valliammal College for Women

**Higher Secondary education** – 2012-2014

Studied in Chennai girls’ higher secondary school.

**Secondary education** - 2012

Studied in Chennai girls’ higher secondary school

**IT skills:**

* Good in ERP
* Xero, MYOB, Reckon, Receipt bank, Datamolino, quick books
* IRIS & Digita – Basic level
* Tally– Basic level

**Personal Traits:**

* Good organizational behaviour
* Ability to work as individuals as well as in group
* Positive attitude towards every aspect.
* High energetic and motivated
* Independent team player

**Certified course:**

* Senior professional in first aid

**Conference:**

* Participated in national commerce conference on DYNAMICS OF CHANGES IN BUSINESS on 2&3 Feb, 2017, at Stella Maris college

**Declaration:**

I hereby declare that all the statements made are true, complete, and correct to the best of my knowledge and belief.

Place: Chennai Yours Faithfully

Date : {C. Pavithra}