

# BHUVANESH KUMAR ELUMALAI

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With four years of accounting experience in a startup environment, I specialize in financial reporting, bookkeeping, and managing payment gateway transactions. I provide valuable insights through financial analysis and effective collaboration with other departments.

## EXPERIENCE

Accountant

Testpress Tech Labs LLP, Chennai

Aug 2021 – Ongoing    Chennai, India

## RESPONSIBILITIES

### Financial Management

- Analyzed financial data to identify trends and provide recommendations for process improvements.
- Managed and reconciled bank transactions and petty cash transactions.
- Monitored cash flow and provided regular updates to management.
- Developed and maintained relationships with external parties, such as banks and auditors.
- Reconciled bank statements and resolved any discrepancies in a timely manner.
- Monitored compliance with local tax laws and regulations, and kept up-to-date on changes in tax laws.
- Utilized Zoho Books for daily bookkeeping tasks, including accounts payable, accounts receivable, and general ledger management.
- Managed payroll processes using Zoho Payroll, ensuring timely and accurate employee payments.
- Handled payment gateway transactions, ensuring timely settlements and accurate reconciliation.

### Accounting and Reporting

- Assisted with the preparation of tax returns and ensured compliance with tax laws and regulations.
- Assisted with the preparation and filing of sales tax returns.
- Maintained an accurate and up-to-date financial statements.
- Collaborated with cross-functional teams to streamline accounting processes and procedures.
- Managed the processing of employee expenses and reimbursement requests.
- Assisted with the preparation of financial statements, such as balance sheets, income statements, and cash flow statements.
- Processing of vendor payments and reconciled vendor statements.
- Maintained accurate and up-to-date records of all transactions, including accounts payable, accounts receivable, and payroll transactions.
- Utilized Hubspot to manage customer relationships, including tracking customer interactions and generating reports.
- Utilized Help Scout to manage customer support tickets, ensuring timely resolution of customer inquiries.
- Utilized greytHR for expense tracking and reimbursement processing.

## SOFT SKILLS

- High Learning Potential
- Team Work
- Team Builder
- Adaptable
- Responsible
- MultiTasking
- Work Under Pressure
- Eye for detail

## STRENGTHS

- Zoho Books
- Zoho Payroll
- HubSpot CRM
- Help Scout
- G suite admin
- MS Suite
- Tally
- greytHR
- Basecamp
- Stripe
- Razorpay
- PayU
- Chargebee

## EDUCATION

Bachelor of Commerce  
Ramakrishna Mission Vivekananda College,  
India  
June 2017 – June 2020

## LANGUAGES

- Tamil (Native)
- English (Professional)

## HOBBIES

- Reading
- Watching films and TV series
- Boxing and workouts