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M.DEVANATHAN

Account Executive

Profile Summary

“Finance and accounting professional with 4 years of experience in full-cycle bookkeeping, financial reporting, and tax compliance. Skilled in bank reconciliations, accounts analysis, audit preparation, and financial forecasting. Known for ensuring accuracy, optimizing cash flow, and delivering actionable insights that support strategic business decisions.”

Contact

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Cuddalore

<https://account-executiveprofile.netlify.app/>

Education

MASTER OF COMPUTER APPLICATION

- Annamalai University (2021 - 2023)

BACHELOR OF COMPUTER APPLICATION

- Thiruvallur University (2018 - 2021)

Skills

- Tally ERP** – Proficient in full-cycle accounting, inventory management, and statutory compliance.
- CompuTax** – Hands-on experience in income tax computation, return filing, and audit reports.
- TDS Software** (NSDL, CompuTDS) – Proficient in TDS calculation, return filing, and Form 16/16A generation.
- GST Portal & Filing Tools** – Knowledge of GST returns (reconciliation, and e-filing).
- Microsoft Excel** – Advanced use of formulas, pivot tables, VLOOKUP, and financial modeling.

Working Experience

N.Rajaraman and Associates, Chartered Accountants

- (April 2018 to March 2021) - Part Time
- (April 2021 to Till Date) - Full Time

Core Accounting Operations

- Day-to-Day Transaction Management
- Record and post all daily financial transactions with accuracy and consistency to maintain a reliable general ledger.
- Deliver end-to-end bookkeeping and finalization of accounts, ensuring accuracy, compliance, and audit readiness.
- Petty Cash Management
- Monitor and control petty cash transactions with stringent oversight to ensure accurate tracking and proper documentation.

Reconciliations & Analysis

- Bank Reconciliation
- Reconcile bank statements with internal records regularly to maintain financial integrity and detect discrepancies.
- Accounts Receivable & Payable Analysis
- Inter-Company & Account Reconciliations
- Perform reconciliations of inter-company, receivable, payable, and bank accounts to ensure consistency across financial records.

Reporting & Closings

- Monthly & Year-End Closings
- Oversee monthly and annual closing procedures, aligning actuals with forecasts and generating actionable financial insights.
- Financial Statement Preparation

Compliance & Audit

- Audit Preparation & Regulatory Compliance
- Coordinate and compile all financial data required for audits, ensuring adherence to established auditing and regulatory standards.
- Tax Filing & Statutory Compliance
- Manage end-to-end tax compliance, including income tax, GST, and TDS filing and reconciliation, ensuring timely and accurate submissions.