

M.DEVANATHAN

Account Executive

CONTACT

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WORKING TOOLS

Accounting & ERP

- Tally ERP 9 / Tally Prime: Core accounting and compliance.

Microsoft Office

- Excel: Data analysis and financial modeling.
- Word: Financial reports.
- PowerPoint: Presentations.
- Outlook: Communication.

Data Visualization

- Power BI: Real-time dashboards.

Tax Compliance

- Compu Tax: Income tax.
- Compu TDS: TDS management.

Project & Document Management

- Asana / Trello: Task management.
- DocuWare: Document storage.

PROFILE SUMMARY

Detail-oriented accounting and audit professional with over 3.5 years of experience in accounting, auditing, and taxation. Skilled in providing accounting services, including bookkeeping and the preparation of profit and loss statements and balance sheets, with a strong focus on regulatory compliance and accuracy.

WORK EXPERIENCE

Audit Assistant

N.RAJARAMAM AND ASSOCIATES (2018 - Till Date)

1. Day-to-Day Transaction Management

- Accurately record and post journal entries for all daily financial transactions, ensuring precision and consistency.

2. Bank Reconciliation

- Regularly reconcile bank statements with book balances, maintaining transparency and accuracy in financial records.

3. Accounts Receivable & Payable Analysis

- Conduct detailed aging analysis of accounts, with proactive follow-up on outstanding receivables and payables to optimize cash flow.

4. Monthly and Year-End Closing Procedures

- Prepare monthly financial statements and perform year-end closing activities, aligning actuals with budget forecasts and providing insights for management.

EDUCATION



- Master of Computer Application
Annamalai University
(2021 - 2023)
- Bachelor of Computer Application
Thiruvalluvar University
(2021 - 2023)

PROFESSIONAL STRENGTHS



Adaptability

- Quickly adjusts to new environments and challenges, ensuring smooth transitions and effective performance.

Accountability

- Takes ownership of tasks and responsibilities, consistently delivering quality results and maintaining trust.

Leadership

- Demonstrates strong leadership qualities, motivating and guiding team members toward achieving common goals.

Quick Learner

- Rapidly acquires new skills and knowledge, enabling efficient handling of diverse tasks and responsibilities.

Collaborative & Independent Worker

- Thrives both in collaborative team settings and when working independently, maintaining productivity and focus in either context.

5. Financial Statement Preparation

- Deliver comprehensive monthly financial statements in accordance with established Financial Reporting Standards, supporting informed decision-making.

6. Financial Projections for Loan Applications

- Develop detailed project reports and forecasted financials for loan applications, supporting financial institution requirements for funding.

7. Profitability & Performance Analysis

- Conduct in-depth financial reviews to identify optimal strategies for enhancing profitability and operational efficiency.

8. Full Cycle Account Finalization

- Complete end-to-end bookkeeping to finalization, ensuring accurate and compliant financial reporting.

9. Inter-Company & Account Reconciliations

- Perform regular inter-company account reconciliations, as well as bank, accounts receivable, and accounts payable reconciliations.

10. Audit Preparation & Compliance

- Conduct audits in line with recognized auditing standards and compile comprehensive financial statements for regulatory compliance.

11. Tax Filing & Compliance

- Manage all tax-related requirements, including income tax filing, GST reconciliation and filing, and TDS reconciliation, ensuring timely and compliant submissions.

12. Petty Cash Management

- Oversee and maintain petty cash accounts with rigorous monitoring for expense accuracy and accountability.