

MAHENDIRAN E



Virudhachalam, Tamil Nadu
9585644400 – mahendiran45521@gmail.com

PROFESSIONAL SUMMARY

Focused Account Specialist with one year of the experience. Adept at writing detailed reports and budgets, completing detailed financial analysis and planning strategically for top client service. Detail - oriented with extensive knowledge of cash and record maintenance and comprehensive account reconciliation.

SKILLS

- Calculating liabilities
- Advanced bookkeeping Skills
- Tax accounting specialization
- Invoice coding Familiarity
- Account reconciliation Processes
- SAP expertise
- ERP (Enterprise Resource Planning) software
- MS Office Suite
- Finance
- Data entry

WORK HISTORY

09/2018 to 11/2019 **Trainee Accountant**

NLC India Ltd – Neyveli , Tamil Nadu

- Maintained and processed invoices, deposits and money logs.
- Balanced reports to submit for approval and verification
- Processed payroll for approximately 100 total employees
- Reviewed general ledger entries and assessed accuracy
- Monitored status of accounts receivable and payable to facilitate efficient processing
- Communicated with suppliers to reconcile invoice payments.
- Produced and distributed invoice and financial documents
- Investigated and resolved vendor complaints to foster satisfaction.

EDUCATION

04/2016 **M Com : Commerce**
Thiruvalluvar University – Virudhachalam, Tamil Nadu

04/2014 **B Com : Commerce**
Thiruvalluvar University – Virudhachalam, Tamil Nadu

05/2011 **HSC Commerce**
Sacred Heart Hr.Sec School – Virudhachalam, Tamil Nadu

PERSONAL PROFILE

Name : **E.Mahendiran**

Father name : Mr.M.Elamvazhuthi

Date of birth : 19/04/1994

Gender : Male

Nationality : Indian

Religion : Hindu

Marital status : Single

Address : 301/46, South street,
U.Agaram(po), Virudhachalam(tk),
Cuddalore (dt),607804.
9585644400
mahendiran45521@gmail.com

Languages known : Tamil & English

DECLARATION: _____

I hereby declare that all the information given above are true and correct to the best of my knowledge and belief.

Place: U.Agaram

Yours faithfully

Date:

(E.MAHENDIRAN)