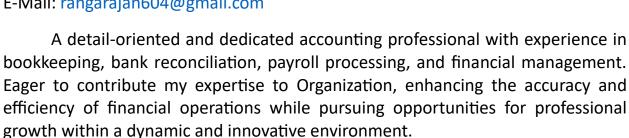
Rangarajan S

Accountant with Payroll Expertise

Phone: 9025827712

E-Mail: rangarajan604@gmail.com



EDUCATION:

NANDHA ARTS AND SCIENCE COLLEGE - ERODE July 2024 (B.com(ca)) Bachelor of commerce with computer application MPL HIGH SECONDARY SCHOOL - TIRUPUR July 2021 12TH HSC – State Board Examination GOVT HIGH SCHOOL PANDINAGAR - TIRUPUR April 2019 10TH SSLC – State Board Examination

EXPRIENCES:

- **ASSISTANT ACCOUNTANT** (payroll) IN DOLLAE INDUSTRIES Ltd (Elastic Division) 08/2024 To present
 - Roles and Responsibilities:
 - Data Entry & Maintenance
 - Bookkeeping
 - Invoice and Bill Management
 - **Approval Process**
 - Payment & Payroll Processing
 - PO Tracking
 - Bank Reconciliation Statements (BRS)
 - **Document Management**



ADDITIONAL:

- Tally prime First Class in InfoTech Computer Education (ICE)
- Attended an Ethical Hacking Workshop and participated in a related quiz.
- Completed a 15-day internship at Dollar Industries Ltd, gaining hands-on experience in management practices and industry insights.

SKILLS:

- MS Office Basic
- Tally
- HTML, CSS
- Oracle basic
- Linux
- Networking
- Git & GitHub [Link]

PROJECT:

- Local Server [Link]
- Belding CNC Machine [Link]

HOBBIES & INTEREST:

- open-source software
- Web designing in WordPress
- 3d model (Beginner) Free CAD (Ondsel)