

Resume

DURAIARASU. K

B. Com (CA)., MBA.

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Mobile No: 9677988714

Objective:

To pursue my career in an organization with performance-oriented environment for achievement of personal advancement. Being ambitious and hardworking, I am looking forward to challenging my potential and be worthy of management trust and confidence.

Qualification:

Course	Institute	Year of passing	CGPA/Percentage
MBA (HRM& Finance)	Adhiparasakthi Engineering College Melmaruvathur	2026	In progress
B.COM (Computer Application)	Annai Theresea Arts and Science College, Thirukalukundram.	2019	70%

Work Experience:

Company Name : New Chennai Township Pvt Ltd -SEZ at Seekinankuppam.

Designation : Accounting Dept. - Jr. Executive

Period : 02.09.2022 TO 31-07-2024 (1+ Years)

Roles & Responsibilities handling at NCTPL Marg Groups:

In Finance & Accounts Area:

- ❖ Purchase bills accounting and monthly reconciliation with client data and Purchase Debits, Credit Notes raising & Invoice generation.
- ❖ Payments processing for Raw Materials and Other Purchases, Services etc.
- ❖ Preparing Monthly Notes of Accounts- Payables, Receivables and Bank Transactions (Co-Ordinate with senior).
- ❖ Reconcile accounts payable and receivable
- ❖ Verification of Payment reports and reimbursements, Cash reports checking.
- ❖ Retro data's reconciliation and Supplier Outstanding monthly verification.
- ❖ Monthly and Yearly Physical Stock verification of Inventory and Monthly valuation of Stores Stock, WIP & Finished Goods Stock.
- ❖ Co-Ordinate with senior preparing of Cash Flow & Profit & loss statement of yearly transactions of the company
- ❖ Managed petty cash fund, ensuring accurate record-keeping and timely disbursement of funds.
- ❖ Co-ordinating the auditor for closing of accounts yearly and Year-end Audit Conducting.

In Direct Administration support:

- ❖ Client Relationship Management
- ❖ Making new agreements and amending existing agreements with client holders.
- ❖ Preparing budget for events & programs company actives.
- ❖ Handling of local issues of politicians, vendors & contractors.

Technical Knowledge:

- ❖ MS Office Ai integration
- ❖ Tally. ERP
- ❖ Canva & OLX

Other Extra courses:

- ❖ Certificate Course in AI & Automation in MS Excel Skill Nation

Personal Details:

Father's Name : E. Karthikeyan.
Date of birth : 31.10.1998
Gender : Male
Nationality : Indian
Language's known : Tamil, English, Hindi Beginner
Present Address : No.36, Mugaiyur Village Cheyyur Taluk Chengalpattu
District, Tamil Nadu Pin- 603305.

Declaration

I hereby declared that the particular mentioned above are true to my best of my knowledge and belief.

Place: Chennai

yours faithfully

Date:

(K.DURAIARASU)