



M.ELANGOVAN S/O

R.MANOHARAN

Accountant

Contact Me

- 8531042404
- elangovanm.com@gmail.com
- No.253, Vadavanpatty,
Mallakottai(Po),
Singampunari(Tk),
Sivagangai(Dt)
Tamilnadu,India

Skills

MS office word, Excel &
Typewriting & Tally ERP 9

Languages

Tamil and English

Interest

Cricket, kabadi, songs



About Me

To learn and function effectively in an reputed organization and to constantly Upgrade my knowledge and skills and make a difference in whatever I do.



Experience

June 2016 -
April 2020

Spancrete Civil Engineering (Civil Contractor), Vanagaram, Chennai. | Accountant

Daily Petty Cash Close, Accounts Note Maintenance, Cash Flow Statement Prepare, Prepare and Update Abstract of Weekly Cheque Payment Statement & Cheque Requirement Statement. (Labours & suppliers payment), Maintain Site Measurement Bills & Purchase Order Bills (Cement, Steels), Purchase of Sand, Jelly & Dust Bills, TDS Payment Details Prepare & GST Payment & filling Statement Prepare, Bank Reconcile Statement Checking & Cheque Clearing & Unclearing Cheque Details Statement Prepare, Bank work also maintain, Purchase work.(Quotation comparative prepare.), Salary statement prepare, Auditing Work (Income tax closing).

2013 - 2015

RK & Sons (Civil Contractor), Ambattur, Chennai. | Assistant Accountant

Daily Petty Cash Close, Accounts Note Maintenance, Prepare and Update Abstract of Weekly Cheque Payment Statement & Cheque Requirement Statement, Mainten Site Measurement Bills & Purchase Order Bills (Cement, Steels), Purchase of Sand, Jelly & Dust Bills, TDS Payment Details Prepare & Sales Tax Payment Details Prepare, Bank Reconcile Statement Checking & Cheque Clearing & Unclearing Cheque Details Statement Prepare.



Education

- | | |
|-------------|--|
| 2010 - 2012 | Arumugam Pillai Seethai Ammal College,
Thiruppathur / Alagappa University M.Com
63% |
| 2007 - 2010 | Arumugam Pillai Seethai Ammal College,
Thiruppathur / Alagappa University B.Com
47% |
| - 2007 | Govt. Higher Secondary School, Eriyur / State
Board Higher Secondary Course Certificate
(12th)
67% |
| - 2005 | Govt. Higher Secondary School, Eriyur / State
Board Secondary School Leaving Certificate
(10th)
47% |

M.Elangovan S/O R.Manoharan