

A.Punitha Alagarsamy

Madurai, Tamil Nadu

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9362409062

Work Experience

Manager cum tally accountant

Madura tarpaulin industry in madurai

Present

1. Counter sales
2. manage the customers
3. complete the GST fillings with tally
4. all account payables and receivables finalisation
5. Year end process and complete the accounts
6. Purchase and sales orders management through mails also
7. Customer followup
8. Stock and inventory mangement
9. Staffs maintaining
10. Bank reconciliation works

Accountant cum Admin

In Madura Tarpaulin Industries

August 2006 to December 2019

1. Worked as an Data Entry operator in Auditor office for 2 Years
2. Worked as an Account assistant in Krishna Rubber industries in Thiruppalai for 2 years
3. Working as an Accountant & Office Admin In Madura Tarpaulin Industries from 2006 Stil now.

Knowing to complete work in tally and any accounts software in accounting field

Knowing to work in mail correspondence and SAP packages & GST fillings also.

With Regards

A. Punitha

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Education

MA

M. K university

Skills / IT Skills

Accountant Admin

Additional Information

Monthly GST filing also