

RESUME

P.SARATHKUMAR

Permanent Address

171, Patti Street,
Seepalakottai Post,
Uthamapalayam Taluk,
Theni (D.T) – 625540

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Phone No: 8608950989,8668081303

OBJECTIVE

To improve our self and our environment using the knowledge gained in studies and by experience.

EDUCATIONAL QUALIFICATION

Qualification	Institution	Board/University	Year of Passing	Percentage
M.COM (CA)	MKU DDE Gandhipuram Coimbatore	MKUNIVERSITY	2014- 2015	60%
B.Com (CA)	T.K.S College of Arts & Science, Koduvilarpatti Theni (Dt)	MK University	2013	71%
HSC	Govt.Hr.Sec.School Odaipatti, Theni (Dt)	State Board	2010	68%
SSLC	Govt.High .School Seepalakottai, Theni (Dt)	State Board	2008	64%

COMPUTER KNOWLEDGE

SAP, Tally,MS-Office

WORKING EXPERIENCE

- JRE Valves and Pumps (P) Ltd- from NOV-2013 To JUN- 2014
- Kulasekar Auditor office From OCT-2013 To MAY-2015
- Loocust Incorp From July-2015 To FEB-2016
- L.G.Balakrishnan & Bros Ltd. From April-2016 To April-2018
- Sripathi Paper and Boards Pvt Ltd May-2018 to June-2020

JOB RESPONSIBILITY

JRE VALES PUMPS (P) LTD

- Enter posting of purchase, sales,payment,receipt collections & journal Vouchers.
- verification of bills & reconciliation of total turn over
- Preparing reports accounts payable & receivable

AUDITOR OFFICE

- Reconciliation of Bank Statement at the end of month
- Enter posting of purchase, sales,payment,receipt collections & journal Vouchers.

LOOCUST INCORP

- Form I Form W Preparing documents
- Bills checking other end dealer checking export sales checking

L G BALAKRISHNAN & BROS LTD

- Purchase, Job order , Service order, Manual, Transport Bills Passed
- Petty cash maintain in monthly
- Vendor payment follow up
- Debit note Credit note raised in monthly
- Miro T-Code
- MigoT-Code
- Vendor outstanding balance checking monthly
- General ledger checking
- Customer outstanding balance checking
- ZFICASH cash maintained

SRIPATHI PAPER AND BOARDS PRIVATE LIMITED

- Raw Material Purchase Bill Booking
- Import Purchase Clearing & Forwarding Bill Booking
- Export Clearing & Forwarding Bill Booking
- Freight Charges Bill Booking
- Petty Cash Handling
- Cash Voucher Booking
- Party Reconciliation
- Inter unit Reconciliation
- Cheque Payment preparing
- cheque entry passed

PERSONAL DETAILS

- Father's name : P.PALANIVELU
- Date of Birth : 27.05.1992
- Gender : Male
- Marital status : Married
- Nationality : Indian
- Religion : Hindu
- Languages : Tamil & English

DECLARATION

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

Place: Chinnamanur

Yours truly

Date:

(P.SARATHKUMAR)