**KIRUBA.G**

**Mobile:+91- 9500801417 Email ID:kiruba1417@gmail.com**

**Address: 20, Anna 2nd street, Rajan School Back Side, Villapuram, Madurai-625012.**

# **Career Objective**

To obtain a challenging position in forward looking companies that requires a highly motivated person to attain the objectives.

# **Professional Skills**

* Tally ERP 9 software.
* MS-Office tools, Internet operations & E-mail handling.
* Sales Tax (GST) preparing and filing

# **Strengths**

* A highly motivated individual who is always willing to put that extra bit of effort into any assignment.
* Ability to concentrate for long period of time, willingness to confront difficult problems and the will to perform under pressure.

# **Academic Record**

* Graduate B.com (Banking & Insurance) completed in Subbulakshmi Lakshmipathy College of science.
* Higher Secondary Exam, from M.A.N.U Girl’s Hr. Sec School.

# **Work Experience**

**Worked as ACCOUNTS EXECUTIVE at Princy Mom and Baby’s March 2019 - July 2020**

Is a leading manufacturing company, supplier of feeding bottle.

**Responsibilities:**

* Maintain day to day books of accounts in tally.
* Maintain bank reconciliation statement and Reconciliation of debtors & creditors.
* Prepare and maintain sales, purchase, receipts & Expenses invoices entered in tally.
* Prepare and maintain expenses voucher entered in tally.
* Checking all the tax related documents (GST).
* Calculations of monthly sales tax (GST) in tally.
* Preparation Sales tax returns filing quarterly.
* Prepare and calculations of salary sheet.
* Maintain bank receivables and payables like prepare cheque & challan.

**Worked as an Account in Murugan & Co auditors firm July 2017- Jan 2019**

We prepare and maintain financial statements for retail companies. Prepare tax returns, developing financial statements, reporting financial status to shareholders and managing accounts payable and receivable.

**Responsibilities:**

* Maintain day to day books of accounts in tally.
* Maintain bank reconciliation statement and Reconciliation of debtors & creditors.
* Prepare and maintain sales, purchase, receipts & Expenses invoices entered in tally.
* Prepare and maintain expenses voucher entered in tally.
* Checking all the tax related documents (GST).

**Worked as ACCOUNTS EXECUTIVE at UJA Export & Import Company Pvt, ltd Aug 2015-May 2017**

We are manufacturing and exporting Indian Virgin Remy human hairs-bulk, wefted, double drawn,

clip on hair extension and lace closures.

**Responsibilities:**

* Maintain day to day books of accounts in tally.
* Maintain petty Cash book.
* Maintain bank reconciliation statement and Reconciliation of debtors & creditors.
* Prepare and maintain sales, purchase, receipts & Expenses invoices.
* Prepare and maintain expenses voucher entered in tally
* Prepare bank cheques and maintain bank statement properly
* Printing and filing all documentation relating to the sales and purchase ledger on a monthly basis.
* Maintain Staff Attendance reports.

# **Personal Details**

**Father’s Name** : P.Ganesan

**Date of birth** : 14.August.1993

**Languages known** : Tamil &English (Read, Write & Speak)

**Marital status** : Unmarried

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