## Periasami P

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**Objective**

To obtain the position as an Asst. Accounts Manager to ensure the smooth conflicts free functioning of all operations of the organization.

**Educational Background**

* Pursuing ICMAI- Inter in The Institute of Cost Accountants of India Kolkata.
* MBA with finance and logistics and supply chain management from KV Institute of Management and Information Studies College in year 2015-2017 with 64%.
* B.B.A graduate from Devanga Arts College in year 2012-2015 with 65%.
* Higher secondary passed from Saliar Mahajana Higher Secondary School in year 2012 with 69%.

**Experience**

## WOW Bison Woods Yercaud.

## Accounts Executive (Present)

## Mango Hill by Poppy Pondy.

## Accounts Executive (31.05.19 to 04.01.2020)

## Prepared day to day income and Expense (MIS) and Debtors and Reporting to HO.

## Prepared statutory filling documents (TDS, GST) send mail to HO.

## Responsible for Audit queries both Internal and External

## Responsible for Monthly management reports given to HO

## Responsible for entire unit accounting functions

## AGS Holiday Resorts, Yelagiri.

Admin Assistant (from 01.02.18 to 28.05.19)

* + GST Filling
  + Preparation of P&L Reports
  + Prepared monthly bank reconciled statement
  + Preparation of Budget on Quarterly basis
  + Prepared and send daily DFR
  + Audit daily cash receipts & Expenditures
  + Verification of all department invoice
  + Handling stores stock and maintained the records
  + Check stock valuation as per system Vs physical stock
  + Reconciled vendor statement and payment complaints

**Key Skills**

* + Taxation
  + Knowledge of preparing financial statement
  + Basic accounting principles
  + Accounts payable and receivable
  + Auditing
  + Payroll

**Project**

* + Summer project of **‘‘Foreign Market Entry and Growth’’**
  + Project title **“A Study on Financial Analysis in HCC”**

**Certifications**

* + Won the second prize in “marketing plan at national level management competition” in

V.H.N.S.N College

* + Participated in “As you like it” state level competition in Sri Kaliswari College
  + Participated in national seminar on “New trends in marketing” in Devanga Arts College
  + Participated in the state level seminar “Dynamic of Human Recourse Management in Business” in Devanga Arts College

**Computer Skills**

* + Tally
  + MS-Office
  + Billing Software (Innkeypms, WinHMS, Cheerze)

**Personal Strength**

* + - Quick learner
    - Self-confident
    - Financial analysis and interpretation
    - Commitment to goals
    - Ability to work in team

**Personal Details**

* + - * Age - 26,
      * Hobbies - listening songs and cooking,

# Date: Signature

Place: (Periasami P)