**Sudha Sridharan** Mob: +91 9941610152 E-Mail: [ssudha.sridharan@gmail.com](mailto:ssudha.sridharan@gmail.com)

**Finance Executive**

* Bachelor of Commerce with over 10 **+ years** of experience in Accounts & Admin
* Working as Finance Executive for 8 yrs 5months at [**Viswire Simulation and Training Pvt Ltd**](http://www.redoctanetech.com/)Chennai- 06.
* Worked with [**Redoctane Technologies Pvt Ltd**](http://www.redoctanetech.com/), (An [**Activision Blizzard**](http://www.activisionblizzard.com/) company) Chennai as Accounts Executive for 4 years.
* Worked with Shriram Investments Ltd, Baroda, Gujarat as Accounts/Admin Asst for 4 yrs.

**ACADEMIA**

* PG Diploma in Financial Management from Annamalai University in 2011.
* Bachelor of Commerce from M.S.University, Baroda, Gujarat in 1990

**ORGANISATIONAL DETAILS**

* Viswire Simulation and Training Pvt Ltd, Chennai as Finance Executive

From August 2009 to till date

* [Redoctane Technologies  Pvt Ltd](http://www.redoctanetech.com/),(An [Activision Blizzard](http://www.activisionblizzard.com/) company) Chennai as Accounts Executive from July 2005 to March 2009
* Worked with Shriram Investments Ltd as Accounts Admin Asst from May 1990 to April 1994

**TECHNICAL SKILLS**

* MS Word / Excel
* Tally ERP 9

**ROLES AND RESPONSIBILITIES**

* Process regular day to day payments, banking transaction and maintaining Books of Accounts
* Maintenance of daybook, Vouchers, Cash Handling, GST Filing
* Taking care of Tax Deduction at source up to Filing of Annual returns and issue of TDS certificates to Vendors and Employees.
* Preparation of bank reconciliation statement.
* Maintaining Employees Leave Registers, Verification of Salary Statements and processing of Salaries.
* Preparation and maintenance of PF records and filing necessary documents with the office of the provident fund commissioner
* Tax Planning for Individual and issuing of Form 16
* Managing Accounts Payable, Vendor Payments and Statutory deductions thereof .Taking care of overall admin

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Date of Birth | 02-11-71 | |
| Marital Status | Married | |
| Age | 47 Yrs | |
| Languages Known | TAMIL, ENGLISH, HINDI | |
| Mobile Number | 99416 10152 |
| Permanent Address | Plot # 38, Selvaraj Nagar,  Urappakkam West – 603 211  Kanchipuram Dist |
| Email Id | [ssudha.sridharan@gmail.com](mailto:ssudha.sridharan@gmail.com) |

### Declaration

### I hereby declare that the above mentioned information is true to the best of my knowledge. I assure

that I will fulfill the requirements of the organizational needs.

Place: Chennai Yours Truly,

Date:

**(S. SUDHA)**