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9087196445

# P K Ragul Karthik

## Payroll & Taxation Executive



## Objective

Approachable, dedicated and hardworking Payroll and Taxation Executive with two years of experience seeks a position in your company that values knowledge of the industry, ability to implement improvements for employee satisfaction and exceptional work performance

## Experience

Jupiter Kiniting Company Pvt Ltd (09/12/2019 to 04/09/2021)  
HR Payroll Assistant • Tirupur, Tamil Nadu (1 Year and 8 Months)

Relativity Management Solutions (I) Pvt Ltd (07/09/2021 to 28/02/2022)  
Payroll & Taxation Executive • Coimbatore, Tamil Nadu

Caprice cloud Solutions Pvt Ltd (28/01/2023 to 28/04/2023)  
implementation & Support • Coimbatore, Tamil Nadu

## Skills

- Prioritize work and demonstrate efficient and effective time management skills to meet monthly and weekly payroll deadlines
- Effective listening skills aimed at encouraging diversity of ideas and a willingness to resolve conflicts in a positive manner
- Good English skills and are able to communicate effortlessly across all levels of an organization
- Solid MS Office skills
- Organized and maintained a daily spreadsheet of incomplete timesheets
- To manage all the formalities of exit entry and settlement
- To file form 24Q, 26Q, 27Q & 27EQ in each Quarter
- To make Correction filing (Both online and Offline)
- To give request and issue form 16 from Traces

## Education

- **MBA (Finance and HR)**  
Dr G R Damodaran College of Science, Coimbatore. 07/2017 – 04/2019
- **B.Com (Corporate Secretaryship)**  
Dr G R Damodaran College of Science, Coimbatore. 06/2014 – 04/2017
- **Higher secondary (commerce)**  
Sri Ramakrishna mission vidyalaya SSHSS, Coimbatore. 06/2012–04/2014

Date :

Place :

## Personal Details

**Fathers Name** : T.R.Kasiviswanathan.

**Gender** : Male

**DOB** : 6/12/1996.

**Marital Status** : Single

**Religion** : Hindu

**Nationality** : Indian

**PAN Number** : CFBPR5554L

## Softwares Known

- Knitplus
- Saral Paypack
- Saral TDS
- MS Office

## Interest

- Internet Surfing
- Traveling
- Riding In Bike
- Chess

## Personal Project

A Study on Quality of Loan  
Service Provided by Jaysel Fincap  
Private Limited

## Languages known

Tamil

English

Signature

