**CURRICULAM VITAE**

**M.PREMKUMAR**  **E -mail: msprem2006**@rediffmail.com

Phone: 9894180827, 09036191168.

### Objective

A Challenging environment to develop the skills and acquired the knowledge and to contribute to the growth of our organization.

#### Educational Profile

* 10th Std., 1998 – 1999, GOVT High School, Janagalapuram, State Board, IST Class, 71.6%.
* 12th Std., 1999 – 2001, Ramakrishna Higher Secondary School, Tirupattur, State Board, IInd Class, 52.25%.
* B.Sc., Mathematics, 2002 – 2005, *Sacred Heart College*, Tirupattur, University of Madras, IST Class, 64%.
* MBA, Finance, 2007-2009, Madurai Kamaraj University, Hosur.

Technical Profile

* Accounting Software course in Tally ERP 9.0
* Certificate Course in Ms Office (Word, Excel, Power Point).
* Typewriting Passed in first class both Tamil & English
* Working Knowledge of OXAION Software
* Working Knowledge of ORACLE Software

#### Career Profile

* **Present Employer**
* **M/s. Sandhar Automach, Attibele**

Department: Finance & Accounts Designation: Sr. Officer Finance & Accounts.

Period: Jun 2010 – Till Date

#### Pervious Employers

* **M/s. Featherlite Products Pvt. Ltd,** Hosur

Department: Accounts. Designation: Accounts Assistant.

Period: July 2005 – Nov 2006

* **M/s. Jakob Müller India Pvt. Ltd., Bangalore.**

Department: Accounts. Designation: Accounts Assistant.

Period: Dec 2006 – July2008.

* **M/s. Sunrise Corrugated India Pvt. Ltd., Bangalore.**

Department: Accounts Designation: Accountant.

Period: Aug 2008 – May 2010

Roles and Responsibilities

* **Accounts Receivables**
* Preparing Debtors Reconciliation in Monthly Basis
* Preparing Rejections Reconciliation in monthly Basis
* Preparing Quantitative Reconciliation in monthly basis
* Preparing GL Reconciliation in monthly basis
* Preparing Inter unit & HO Reconciliation in monthly basis
* Preparing Consolidated Sales Reconciliation in monthly basis
* Preparing Short / Excess weekly discrepancy Report
* Accounting the Receipt of payments.
* Accounting and Monitoring Debtors Aging & Debtors Aging Detail Report
* Reports send to management in daily basis STL Daily Report,
* AR Programme run in daily basis & monitoring all GL’s Posting in same GL
* Continue Payment follow & Co Ordination with customers
* Coordinate with customer and solving the issues in weekly basis.
* **Accounts Payables**
* Preparing Creditor aging on monthly basis.
* Preparing Bank Reconciliation Statement in monthly basis
* Preparing Cash flow statement in daily basis.
* Preparing Prepayment aging report on Monthly basis.
* Preparing supplier Reconciliation on monthly basis.
* Making supplier payments.
* **Inventory**
* Preparing Inventory Aging report on Monthly basis.
* Preparing FiFo vs GL reconciliation on Monthly basis.
* Preparing Stock Statement on Monthly basis.
* Preparing BOM Reconciliation on monthly basis.
* Monitoring the inventory Aging in weekly basis.
* **Statutory Activities**
* **Central Excise**
* Preparation of Monthly Excise Returns – E.R.1
* Remittance of Duty – GAR 7
* Maintenance of Excise Records RG1
* Maintenance of Excise Records RG 23A Part I & Part II
* Maintenance of Excise Records RG23C
* Reconciliation of Excise records with Accounting Records
* Filling of re–warehousing certificates
* E-filing on line returns.
* **SALES TAX**
* Maintaining VAT registers.
* Preparation of monthly Sales tax VAT returns.
* Transactions against ‘C’ form
* Transactions against for ‘D’ and form ‘F’
* **GST**
* Various Training program attend in GST conducted by CMA, Bangalore
* Coordinating with Oracle team implementing GST in the System.
* Generated the provisional ID for GST.
* Providing HSN code , SAC code & GST detail to our customer.
* Filing the GST return in the systems.
* Coordinating with the internal & statutory auditors to complete the Audit.

Personal Information

**Name :** M Premkumar

**Father’s Name :** A. Munisamy

**Date of Birth :** 04th Jun 1984

**Marital Status**  **:** Married

**Address :** Plot No.18, First Floor, 7th Cross,

Arasanetty, Sipcot Post,

Hosur Taluk,

Hosur 635 126. Phone: 9894180827, 09036191168

**Languages Known :** Read : English & Tamil

Write : English & Tamil

Speak : English, Tamil & Kanada

**Interests :** Reading books, Playing Games, and listening

Music

**Strengths :** Pro-active in Decision Making

**Reference :** Available on request

***DECLARATION***

*I hope that you will provide me an opportunity to work in your esteemed organisation, by which I would get a chance to discharge my duties to the entire satisfaction of my superiors.*

**Date:**

**Place: Hosur**  ***Signature***