S.ROJAVATHI,

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Mobile: +91 9543245677

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| **Career Objective** |

To find a challenging position to utilize my skills and abilities in a reputed organization that offers security and professional growth being resourceful, innovative and flexible.

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| **Professional Summary** |

* Present Employment In KMS Moulders. As an Account’s & Admin From November 10th to till date and over all work experience 5 years.
* Accounts Executive having around 3 years work experience in Arul Rubbers Pvt Ltd &1years Experience in Manappuram Finance Limited, Hosur
* Core expertise in excise sales tax, Invoicing, filing record and record keeping, managing resources.
* Preparing, sending daily and weekly MIS reports, Billing, Bank Reconciliation, Cash Handling, preparing attendance, salary preparation, Purchase Order, payment follow up, GST preparation.

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| **Technical Skills** |

* DCA of Computers.
* Tally 9, Academy.
* ERP (Enterprise Resource Planning).

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| **Experience** |

**Present Employment**: **KMS Moulders, Hosur.**

**Roles**: Accountant, November 2017 to till date.

**Industry**: **Automotive Industry.**

**Description:**

KMS Moulders specialized in plastic injection moulding and manufacturer of Automotive Parts . The company was incorporated in 2015 in Hosur and Head office is in Delhi, India

**Present Responsibilities:**

* Data entry in tally, Daily sales, purchase & banking entries)
* Payables, Bank Reconciliation & Ledger Scrutiny
* Maintaining company expenditure details , Cash handling & Cash Receipts,
* Preparing General Ledger, Accounts Receivables & Billing,
* Calculation of TDS Service tax and Bank interests.
* Admin activities, documentation and bills processing for payments.
* Payments follow up from vendors.
* Generating DSR(Daily sales reports) and uploading in tally,
* Generating and sending daily MIS Reports to Head office.
* Initiating payments in accounting system.
* Maintaining Books of Accounts, Preparing invoice and Performa invoice.
* Preparing RMC (Raw material Consumed) Report’s Monthly.
* Raising purchase Order For supplier’s.
* Maintaining Daily Attendance & Manpower follow up.
* Preparing Salary statement & Pay Slips monthly.
* Preparing GST Annexure, GST Returns Filing.

**Past Employment:** Arul Rubbers Private Limited, Hosur.

**Roles :** Accounts Executive September 2014 to November 2017.

**Description:** Arul Rubbers Pvt Ltd is one of the Fabrication & Rubber lining Company. The company was incorporated in 1978 and is based in Hosur, India.

**Responsibilities:**

* Receiving Vendor Bills From Purchase
* Updating ERP
* Ensure correctness of payables : VAT and CENVAT from commercial
* Ensure correctness of availed VAT, CENVAT from Purchase
* Ensure correctness of payables: TDS from Admin Head
* Make RTGS as prescribed format
* Make consolidated expense list for Marketing
* Making cheques & Maintaining Cash Receipts & Payments
* Maintain Register for Petty Cash Expense and Bank Book
* Filing monthly returns like sales tax, central excise
* Bank Reconciliation & document preparation etc

**First Employment:** Manappuram Finance Limited.

Worked as Junior-Assistant in Manappuram Finance Limited, Hosur

* From Nov 2013 – Sep 2014
* Responsibilities: Gold loan appraisal, Cashier, Customer service and Tele calling

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| **Project Details** |

* Summer Project “Customer satisfaction Towards Service Quality Study” With Special Reference to TITAN WATCHES” in PG (MBA).
* Main Project “Study on Inventory Management” With Special Reference To “(VEHICLE COMPONENTS INDIA PRIVATE LIMITED) (VCIPL)” in PG (MBA)

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| **Academic** | | | | |
| **COURSE** | **INSTITUTION** | **UNIVERSITY** | **YEAR OF PASSING** | **PERCENTAGE** | |
| MBA | Vivekananda Institutations - Tiruchengode | Anna university, | 2011-2013 | 75% | |
| B.COM | M.G.R College  Hosur. | Periyar university | 2008-2011 | 65.2% | |
| HSC | Govt. Girls Hr sec School, hosur. | State Board | 2005-2006 | 52% | |

**Strengths:**

* Thinking positive
* Quick learner
* Striving hard for the desire.
* Modeling according to the situation

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| **Specialization** |

* Finance
* H.R

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| **Area Interested** |

* Financial management

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| **Personal Profile** |

Name : S.Rojavathi

Father Name : V.Srinivas

Gender : Female

D.O.B : 24.10.1988

Marital Status : Married

Languages known : English, Tamil, Kannada, Telugu

Nationality : Indian

**Declaration:**

I hereby declare that the statements made above are true and correct to the best of my personal knowledge and belief.

Yours faithfully

Date :

Place :

**[S.ROJAVATHI]**