

P. TAMIZHARASI

No.351 Labour Colony

Guindy, Chennai-600032

Email:tamizharasipandiyam@gmail.com

Contact No: +91-9840142513

OBJECTIVE:

Seeking a position as an Sr. Accountant where extensive experience will be further developed and utilized. Seeking a challenging environment that encourages continuous learning and creativity, provides exposure to new ideas, and stimulates personal and professional growth.

WORK EXPERIENCE:**M/s.SIMOS PERIPHERALS P LTD, Sr. Accountant Dec2014 -Jan2019**

- Verifying Cash Voucher Entries and updating in tally and Excel
- Verifying the accuracy of site expenses and entered in tally and tallies with site expenses, tallies cash balance on daily basis with manually and with tally, cash Handling on daily basis, BRS.
- Verifying the creditors ledger balance and make payment to the suppliers, preparing payment vouchers in tally and cheque preparation, maintaining the bank balance individually for funds. verifying the bank balance through internet banking.
- Preparing Bank reconciliation statement on daily basis., preparing Sales Tax Return & Uploading through Online Service Tax Payment & GST Filing.
- Accounts finalization, preparing Profit & Loss a/c, Balance Sheet, Preparing Annual Report, Attending Income Tax matters, Co-coordinating with senior Auditors, Accounting In Tally ERP Software, Treasury or Cash management, Financial Controlling, Credit Control, Inventory Management, Invoicing, Banking, Bank Reconciliation Statement, Data Entry, Pay Roll maintenance, Invoicing, Generating ageing schedules and follow up of out standings, Co-ordination with Marketing and Operations Department and attending customer's queries.
- Cash Book Purchase Register, Sales Register, Journal Register, Debtors Ledger, Creditors Ledger, General Ledger, Pay Roll, Employees State Insurance, Provident Fund, Service Tax Reports, Trial Balance, Profit & Loss a/c, Balance Sheet, Bank Reconciliation Statement, Cash Flow Statement, Age-wise analysis of Receivables & Payables.

Management Reports:

- Monthly Profit & Loss Account
- Age-wise analysis of Receivables & Payables
- Cost variance analysis and Funds Flow & Cash Flow Statements

M/s Green Avenue Homes and Gardens, Accounts Executive May2012-Nov 2014

Cash:

- Verifying Cash Voucher Entries and updating in tally.
- Verifying the accuracy of site expenses and entered in tally and tallies with site expenses.
- Tallies cash balance on daily basis with manually and with tally.
- Petty Cash Handling on daily basis, BRS.

Bank:

- Verifying the creditors ledger balance and make payment to the suppliers.
- Preparing payment vouchers in tally and cheque preparation.
- Maintaining the bank balance individually for funds.
- Verifying the bank balance through internet banking.
- Preparing Bank reconciliation statement on daily basis.

Purchase bills:

- Verifying the supply bills with Purchase order and attach the Delivery challan and make entry in tally

If the bill is sub contractor verifying the Work order and get the approval from site engineer & make entry

M/s. A.JOHN MORIS & Co, Chartered Accountants, e-TDS In-charge& May 2008-May 2012

- Preparing TDS forms and filing the same with NSDL.
- Preparing PAN & TAN.
- Maintaining Cash book.
- Closing accounts on daily basis.
- Preparing Sales invoice, receipt & payment voucher.
- Preparing DIN (Director Identification Number) & DSC (Digital Signature Certificate).
- Preparing Purchase Entry, BRS, Vouchers Entry.
- Filing TDS quarterly Return and monthly follow-up from the company.
- Online Bill Payments (Eg. Telephone, EB, Credit card, etc.,)

Academic Charonicle:

Graduation:-

- Qualified Bachelor's Degree in Commerce
B.Com.,UNIVERSITY OF MADRAS
- Qualified Bachelor's Degree in Commerce
M.Com.,UNIVERSITY OF MADRAS

Computer Qualifications:-

- Expertise in all popular Accounting Packages (Tally)
- Typewriting (English)
- INTERNET Exposure, Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows and Microsoft Office.

STRENGTH:

- Flexible and versatile to adapt to any new environment and work on any project.
- Positive thinking and good leadership qualities.
- Willingness to learn new things.
- Make environment as clean and happy.
- Sincerity, self-confidence and hard working.

LANGUAGES KNOWN:

- English (read/write/speak)
- Tamil (read/write/speak)

PERSONAL DETAILS:

Name	-	P.Tamizharasi
Husband Name	-	A.Tamilselvan
Date of Birth	-	15 th June 1990
Marital status	-	Married
Permanent address	-	No: 351 Labour Colony Guindy, Chennai-600 032.
State	-	Tamilnadu

DECLARATION:

I hereby declare that the details furnished above are true to my belief and best my Knowledge.

Yours faithfully

Place: Chennai

Date:

(P.Tamizharasi)