

SANTHOSH U

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WORK EXPERIENCE

SPI TECHNOLOGIES INDIA PRIVATE LTD., CHENNAI

2012-2015

Junior Executive

- Data conversion Junior Executive in SPI Global Technologies, Chennai (3 Years)

WORLDWIDE LOGISTICS (INDIA) PRIVATE LTD., CHENNAI

2015-2018

Junior Executive

- A dynamic professional with over 3 years of experience in Finance and Accounts in Leading Freight Forwarding company
- Efficient in handling / coordination with internal / external customers and Accounts Payable

FREIGHT SYSTEMS LIMITED INDIA

Nov 2018 – Dec-2022

Accounts Executive

20Cube Logistics Solutions Pvt Ltd

Dec-2022 to March-23

Accounts Executive

Uniworld Logistics Private Limited

March-23 to till

Accounts Senior executive

Educational Qualifications:

Examination	Discipline/ Specialization	School/college	Board/ University	Year of Passing	%
B.com	CS	Sindhi college	Madras university	2010	78
H.S.C	Commerce& accounts	Thirumurugan higher secondary school	State Board	2010	56
S. S. L.C	S.S.L.C	Sri kaaligapuram government higher secondary school	State Board	2008	63

Roles & Responsibilities:

- Receivables and Payable of accounts
- Vendor reconciliation (Liner/Co-loader/CFS/TRANSPORT)
- Reconciliation of all Ledger statement
- Cost booking for Purchase Invoice and release the payment.
- TDS verification and excel preparation for return filling / TDS every month remitted
- GST basic knowledge with sales report and purchase report GSTR 1/GSTR 3B
- Cost center verification for obtaining profitability
- Preparation of monthly statements / Report
- Journal Entry posting
- Co-ordination with service center and Group of company queries solving
- Replying customer queries and any discrepancies through E-Mails. To branches.
- Inter branch matched for every month.
- Petty cash handling
- Bank reconciliation
- TDS refund from 16A (Handling customer)
- Handling payable customer
- Book the cost of admin bills
- Payment releasing and arrange the account number with excel sheet to bank site in all customer.
- Maintaining for original agreement and assets bills
- Book keeping for audit purpose

PERSONAL STRENGTH

- Self-confident and ability to learn fast and contribute
- Eagerness to learn new things
- Flexible enough to pick up new skills, ideas and simulates personal and professional growth.
- Effectible communicator with proven ability to build strong working relationships
- Easy going person
- Having an intension to finish a work on time
- Love to work as a team
- I will capable to deliver my thoughts very clearly without shyness

TECHNICAL KNOWLEDGE

- ✓ **XML, HTML** : Good Knowledge in internet tools
- ✓ **TALLY ERP 9** : Expert in Tally ERP 9
- ✓ **E-FREIGHT SUITE** : Had a great Knowledge in using E-Freight Suite
- ✓ **MS Office** : Microsoft Office (Word, Excel, Power Point)

PERSONAL DETAILS

- ✓ **Father'sName** : Urappan.T
- ✓ **Mother'sName** : Valliyammal U
- ✓ **DateofBirth** :07-06-1992
- ✓ **Languages Known** :Tamil,English
- ✓ **Hometown** :Chennai
- ✓ **Hobbies** : Cricket,Table Tennis.

DELARERATION

I hereby declare that the above particulars of information and facts stated herein are true correct and complete to the best of my knowledges and belief

PLACE :

DATE : (Santhosh U)