Date 31.08.2018

M.Narayanan 

Flat No AG-1,Gr.Flr,Vembs HPK Star Apts,

No 21, Sarojini Ave, 3rd Cross St,

Madhavaram Milk Colony,Chennai-600051.

Telephone: (Mobile) 9841322280

Email: [vigneshitsolutionz@yahoo.co.in/](mailto:vigneshitsolutionz@yahoo.co.in/) or vigneshitsolutionz@gmail.com

Date of Birth: 27/05/1963

Cost to Company:2.40 lacs Negotiable

# (B.Com) -with 30+years exp. in Accounts & Administration

**Key Skills:** Can handle independently Accounting & Sales tax & Service Tax

assessment till finalisation

**Job Objective:** Accountant

**Total Years of Experience: 3**0+ years

**Current Industry: Iron & Steel Dealers**

**Current Functional Area:** Accounting/Tax/Audit

**Current Sub Functional Area:Book-keeping, SalesTax, ServiceTax, & I.Tax, Factories Act, E.S.I.& P.F Act compliance.**

**Current Location:** Chennai

**Location Preference:** Anywhere in India

**Education**

* ( B.Com ) Commerce from Chennai University in 1984.

**Other Qualification(s)/ Certification(s)/ Programme(s) Attended**

* CUSTOM HOUSE AGENT TRAINING CONDUCTED BY MIN. OF FINANCE.

**Summary of Skills and Experience**

I'm a B.Com finalist, with 2 papers unfinished. I have more than 30+ yrs exp in A/c's & Administration as an Accountant in various reputed firms. I can independently handle all Books of Accounts independently upto finalisation. I can also maintain all statutory records under ESI, EPF & Factories Act. I can also liase with any Govt Depts. Viz S.tax, Custom House, DGFT & others.

Holding 2 wheeler Driving licence.

# Experience:

April1981 -1989 Maritime (India) Services, Chennai-1(CHA-R-172)

1989 – 1990 GoGo Garments (Garment Exporter)

1990 – 1991 Balaji Corrugated Cartons P Ltd (Mfr of Corrugated Cartons)

1991 – 1994 Bhavana Garments (Textile Garment Mfr/Exporter)

April 1994 - January 2005 Handled Accounts on Assignment basis

at various firms like:

Alchem Steel Corporation, Chennai-1

Anil Enterprise, Chennai-1

Chain House, Chennai-1

Chemical India, Chennai-3

Mehta Chemical Agency, Chennai-79

Venkata Lakshmi & Co, Chennai-1

July 2005 – April 2014 Sakthi Steel Corporation as (Iron & Steel Dealer) **Fulltime Accountant**

**Job Profile:** Book-Keeping, Liasoning with Bank, Filing Monthly S.Tax Returns, Preparing BRS, Trading, P&L a/c & Balance Sheet, Appearing for Annual Sales Tax Assessment.

**IT Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill Type** | **Skill Name** | **Proficiency** | **Last Used** | **Years of Experience** |
| OS | TALLY 6.3,7.2 & Factories Act,E.S.I.& P.F Act9 ERP | proficient | 2016 | 11 |

**Text Resume**

I'm a 50+yrs young man having 30 yrs exp in Book -Keeping for IT & S. Tax purpose

both by manually & Computer using Tally software of any version like 9ERP, 7.2, 6.3,

5.4,& 5.0 or Wings Software . I can independently prepare monthly BRS, Sales tax

Returns, Trading, P&L a/c, Balance Sheet.

I can also maintain all statutory records viz: Esi, Epf, Factories Act etc.

Present Job: Working as Part Time Accounts in M/s TDP Logistics P Ltd,Chennai-1 for

the past 10years.

If selected I assure you Sir , that I'll discharge my duties sincerely & efficiently.

Thanking You.

Yours truly

M. Narayanan. Contact no: 98413 22280.