**RESUME**

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**PROFESSIONAL EXPERIENCE**

* ***Accountant – Siana Capital Management LLP*** (Investment Manager of Deep Science India Fund I and Deep Science India Fund II) from Nov’19
* Handling Accounts Payable and Accounts Receivables, inclusive of interaction with vendors.
* Ensure timely preparation of Payroll sheet and processing salary payments.
* Manage all accounting transactions like Invoice raising, passing journal entries, debit note entries, credit note entries, Bank Reconciliation, assets purchased entries and other accounting matters for the AMC.
* Preparation of Siana Partners and employees’ expenses sheet and processing payments.
* Preparation of Fund Flow Statement and MIS Reports.
* Office Management and Maintaining Records.
* Preparation of Financial Statements.
* Preparation of Tax Computation sheets of employees and co-ordinate with employees for collecting the investment proof documents.
* Handling all the statutory matters like TDS , Professional Tax , ETDS, GST , generating Form 16 and Form 16 A, computation of advance tax, statutory registration renewal (Shops and Establishments , Professional Tax).
* Co-ordinating with Investment Companies for collecting Investment agreements, Share Certificates and co-ordinating with RTA for shares dematerialization.
* Month End and Year End book closures.
* ***Accountant – Tekinroads Consulting LLP from Apr’14 to Oct’19.***
* Preparation of Invoice and sending it to the clients.
* Handling Accounts Payable and Accounts Receivables, inclusive of interaction with clients and vendors.
* Ensure timely preparation of Payroll sheet and processing salary payments.
* Manage all accounting transactions like passing journal entries, payment entries, receipt entries, debit notes, credit notes, Bank Reconciliation.
* Reconciliation of vendor & customer statement of account (Party wise).
* Preparation of Tax Computation sheets of employees and co-ordinate with employees for collecting investment proof documents.
* Handling all the statutory matters like TDS, Professional Tax, ESI, PF, LWF, ETDS, GST, generating Form 16 and Form 16 A, computation of advance tax, statutory registration renewal (Shops and establishments, Professional Tax)
* Preparation of Fund Flow Statement and MIS Reports.
* Liaising with banks related to operations and other issues.
* Handling Petty Cash.
* Preparation of Financial Statements.
* Interacting with Auditors and Company Secretary for IT returns and ROC filing.
* Examining expenses submitted by employees and doing reimbursement on time.
* Month end and year end book closure.
* ***Worked with Millipore (India) Pvt Ltd on behalf of Ken Consulting Pvt Ltd one of the leading auditing and accounting professional service providers: from Apr’11 to Feb’14.***
* Collecting > 60 days outstanding statement from the client every month.
* Analysis and segregation of outstanding statement.
* Identifying & resolving issues with respect to non-collections of payments with the

support of client and customers (Documentation issues, service related, accounting

issues etc.,)

* Interacting with Customers for collecting the old outstanding payments (Over phone

& Emails) and resolving customer queries.

* Preparation of Pan India monthly forecast report and submit the same to the Ken

Manager.

* Leads providing to location executives based on appointment with customers for

submission of invoices, collection of cheques and submit the collected cheques

(along with payment advice) to the client for accounting purposes.

* Collecting & creating of customer database from team members as well as regional

accountants.

* Preparation of MIS reports as per management requirement (Pan India daily

collections report, weekly collections report, monthly collections report, > 150 days

outstanding statement with current updates on weekly basis).

* Prepare an accounts receivable ageing reports to inform the Ken & Millipore

management about the amount of estimated bad debts and the scope for

remittance of bills.

* Preparing and sending daily report to the Ken & Millipore higher authorities (follow

up status etc.,)

* Debtors Reconciliation.
* Customer relationship management.
* Preparation of bill and submit to the client for approval.
* ***Worked as Accountant in Power Point Marketing Services Pvt Ltd from Sep 2009 to Feb 2011***
* Preparation of Delivery Challan, Tax Invoice, Central Excise Invoice and submit to the operation team for further process.
* Maintaining RG-23D excise register.
* Handling accounts payable & accounts receivables.
* Handling bank and cash transaction (Bank deposit, petty cash etc.,)
* Preparation of Bank Reconciliation Statement.
* Passing purchase entry, sales entry, receipt entry, payment entry, & Journal entry in tally.
* Preparation of Debit & Credit notes.
* Reconciliation of vendor & customer statement of account (party wise)
* Preparation of VAT returns, Service Tax returns.
* Collecting C Forms from customers and submit the same to the department.
* Verification of physical stock with tally and preparation of stock summary.
* ***Worked as an Account Assistant as well as sales co-ordinator in Concord Steel Works Pvt Ltd June 2005 to Aug 2009***
* Attending customer queries and sending quotation.
* Customer relationship management.
* Follow up on Non concluded offers.
* Compiling and maintaining a customer database that documents appropriate customer information and contacts.
* Provide support to Directors of Sales and Regional Sales Managers.
* Plan and organise sales meeting.
* Work as a liaison between sales representative and customers service to resolve customer order issues.
* Handling accounts receivables (follow up with customers for payment).
* Co-ordinate and execute large marketing mailers and distribute marketing materials and catalogs as needed.

**Education :** Bachelor Degree in Commerce (B.com) from Sri Aurobindo First Grade College,

Bangalore April 2005.

**COMPUTER SKILLS**

* Office Package : MS Dos, MS Office (excel,word, PPT), Internet Awareness.
* Other : Tally and M S Office.
* Vendor Management
* Leadership