**Ramya Vijayan**

Mobile: +91 7299546036 E-Mail : ramya0907@gmail.com

**OBJECTIVE**

To pursue a highly rewarding and challenging career which will also give me ample scope to enhance my knowledge and leadership qualities and give my best to the Organization in reaching their desired goals and meeting their expectations.

**PROFILE SUMMARY**

* 10 years’ of experience in Finance and Cash application, includes Management Reporting, Financial Planning and Analysis, Forecasting, Budgeting, OTC.
* A keen analyst with a distinction of reviewing, investigating and correcting errors.

**EMPLOYMENT DETAILS**

***Cosmogenic IT Solutions Pvt Ltd , Chennai -*** *Senior Accountant (29-July-2016 to 28 -Feb-2021).*

**Roles and responsibility:**

* Prepare and review revenue, expense, payroll entries, invoices, and other accounting documents thro. TALLY ERP.9
* Prepares payments by verifying documentation, and requesting disbursements
* Explain billing invoices and accounting policies to staff, vendors and clients.
* Preparing and processing various Journal Entries including Intercompany charges.
* Preparing of TDS & Service Tax Filling
* Preparing of GST return documents
* Prepared Bank Reconciliation Statement
* Preparing of Weekly Sales Collection & Outstanding Statement
* Reconciliation of Branch Accounts
* PF & ESI Preparation
* Completed the End to End Process for Professional Tax & Labour Welfare Fund
* Salary Preparation
* Co-Ordinated a team of 5 members
* Interact with internal and external auditors in completing audits.
* Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.

***PCChimp Technologies Pvt Ltd , Chennai -*** *Accountant (28-Jan-2013 to 30 -Jun-2016)*

**Roles and responsibility:**

* Prepare the Sales Invoice & PO’s in TALLY ERP.9
* Prepares payments by verifying documentation, and requesting disbursements
* Process the Ex- Employee Settlement .
* Preparing of TDS & Service Tax Filling
* Prepared Bank Reconciliation Statement
* Preparing of Weekly Sales Collection & Outstanding Statement
* Reconciliation of Branch Accounts
* Petty Cash Handling
* PF & ESI Preparation
* Completed the End to End Process for Professional Tax & Labour Welfare Fund
* Involved in Salary Statement preparation.
* Interact with internal and external auditors in completing audits.

***Jai Chittra Inc., Chennai*** *- Accountant in (1-Aug-2012 to 26 -Jan-2013).*

**Roles and responsibility:**

* Prepare the Sales Invoice & PO’s in TALLY ERP.9
* Prepares payments by verifying documentation, and requesting disbursements
* Prepared the Salary Statement
* Process the Ex- Employee Settlement .
* Prepared the Bank Reconciliation Statement
* Preparing of Weekly Sales Collection & Outstanding Statement
* Reconciliation of Branch Accounts
* Petty Cash Handling
* PF & ESI Preparation
* Interact with internal and external auditors in completing audits.

***Samas Engineering Corp. Chennai -*** *Accounts Assistant (1-Jul-2011 to 29 -Jun-2012).*

**Roles and responsibility:**

* Collectiong Sales Order from our Marketing Team
* Check the availability of Stocks from Godown
* Preparing the sales Invoices in Tally ERP.9
* Prepare the Purchase Orders in Tally ERP.9
* Involved the process of Invoice end to end tracking, ordering and reporting
* Prepared the Bank Reconciliation Statement
* Petty Cash Handling

**SIGNIFICANT STRENGTHS**

* Good interpersonal skills and MS-Office.
* Technically accomplished professional in Tally ERP 9
* Junior Graded Typist in English & Tamil
* Passionate towards People Management
* Hard working and innovative.

**EDUCATION QUALIFICATION**

Name of the University Course Country

University of Madras MBA (Fiance) - Chennai

Quaid-E-Millath Govt. College of Women B.Com (General) - Chennai

**CERTIFICATION**

* **TALLY ERP.9** Accounting Software
* **LCCI** (London Chamber of Commerce and Industry) Accounting program Level – 3 (IAS) International Accounting Standards. (Book keeping and financial accounting & Advanced accounts)

**PERSONAL DETAILS**

Date of Birth : 09.07.1992

Gender : Female

Nationality : Indian

Marital status : Married

Languages known : Tamil, English and Telugu

**DECLARATION**

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

Place : Chennai.

Date : Signature

(Ramya Vijayan)