

**SUBBULAKSHMI .K**

**Trivandrum**

**8921778897**

**subbulak88@gmail.com**

### **Professional Summary**

To enhance my professional skills, capabilities, and knowledge in an organization that recognizes the value of hard work and trusts me with responsibilities and challenges.

### **Experience**

January 2015 to December 2020

AKS&Co

Audit Executive

January 2012 to March 2014

**Sri Gomathi Shankar constructions Pvt Ltd**

**Accounts Manager**

Managing all accounting operations based on accounting principles.

Preparing financial statements including trial balance, profit loss, Balance sheet.

Managing Sales tax calculations and filings.

Handling External and Internal Auditors.

**Manna Foods Pvt Ltd, Britannia Industries Ltd Madurai**

**Internal Auditor**

Capital Expenditure audit.

Fixed Asset and Depreciation, Stock verification, verification of Capital Expenditure.

**Bell group of companies**

Internal auditor

Verification of Purchase Bills, Sales Invoices, Journal Entries, Bank/Cash Payment & receipts vouchers.

Bank reconciliation statements.

Completed daily cash functions like account tracking, payroll, and wage allocations, budgeting, donating, and all types of cash and banking reconciliations with 100% accuracy.

**Srinivasan Krishna & co Trivandrum, india**

Internal auditor

Salary chart preparations Comprehensive knowledge of PF, ESI, PT workings TDS- Identifying and Deducting (with proper TDS rates) While making payment to - contractors, consultancy, Rent, Commission, and overseas, paying the collected amount to the Government.

Bank Reconciliation / intercompany reconciliation.

Reconciliation of Bank OD account with Bank Statement and monitoring the Interest rate.

Comprehensive knowledge of GST working and technical, Filling of GSTR1, GSTR3B & GST Trans1 Returns.

GST 9 Annual return, reconciliation of GSTR 2A.

### **Skills Summary**

Tally ERP 9

Microsoft Dynamics AX

MS Excel

MS word

Cash Flow analysis

Compliance testing knowledge

Payroll

Account reconciliation expert

Data analysis

Excellent time management

Analytically minded

Account reconciliation specialist

Budget analysis

General ledger accounting

Corporate tax planning knowledge

### **Education**

2010 ICAI

**CMA(inter)**

2008 MS University

B.com

### **Personal Information**

Date of Birth: 07/05/1988

Marital Status: Married

Sex: Female

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

Place:

Date: