

SUBBULAKSHMI .K

Trivandrum

8921778897

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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 statement 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

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 / inter-company 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

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Skills Summary

Tally ERP 9

Micro Soft 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: