

B.MITHUN RAJ

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OBJECTIVE

Accountant with BCom., MBA(FM) degree, 6+ years related work experience and a strong background in Finance and Accounting methodologies and practices. and to be start the professional in SAP FICO Position in a reputed organization when I can use all my knowledge and experience in a benefit the organization

KEY SKILLS

General Ledger	Cash accounting	Accounts Receivable/Payable
Financial Accounting	Bank Reconciliations	Expenses Reconciliations
Petty cash management	Time Management	Online Bank Transactions

CAPABILITIES

- ❖ **Well developed analytical skills** - Skillful at processing data/information, keeping records and tabulation.
- ❖ **Strong background in bookkeeping** includes General Ledger, Accounts payable/ receivable, Final Accounts and reporting.
- ❖ **Interact** professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
- ❖ **Effective** communication skills, excellent Tamil, Malayalam & English, especially written, combined with interpersonal strengths and a high degree of professional integrity.
- ❖ **Computer skills:** SAP FICO, Tally (ERP 9), Microsoft Office (Word, Excel, PowerPoint), Internet browsing & Email.

PROFESSIONAL WORK EXPERIENCE

Branch Accountant (SAP FICO) – VLCC HEALTH CARE LTD(Chennai) Aug 2017 to present

- ❖ Monitor and maintain the accounts for daily sales cash transactions, amounting
- ❖ Maintain Journal, General ledger handling and all books of accounts up to Final accounts & Balance sheet.
- ❖ Closing mandatorily monthly financial Statement.
- ❖ Monthly MIS Report Analyzing
- ❖ Manage the Bank Reconciliation Statements of the Company for all receipts and payments.
- ❖ Verification of data and Maintenance of Outstanding reports for debtors and creditors.
- ❖ Generate and Maintain of sales inventory report.

- ❖ Generate accounts reports pertaining to GST,SGST/IGST and TDS.

Accountant – HERCULES GROUPS ,ATTINGAL(TRIVENDURAM) April 2016 to Mar 2017

- ❖ General Accounting, Prepare Journal, ledger
- ❖ Create Sales invoice, debit, credit note
- ❖ Verification of debtors and creditors.
- ❖ Bank Reconciliation daily and monthly as required
- ❖ Inventory management
- ❖ Generate accounts reports pertaining & VAT/CST and TDS Filling
- ❖ Payroll management Maintaining

Accountant & Office Administrator- CHRIST CMI CENTRAL SCHOOL, NAGERCOIL Jan 2015 to Mar 2016

- ❖ Working with spreadsheets, General ledger and journals.
- ❖ Managing payables & Receivables Transaction.
- ❖ Calculating and checking to make sure payments, amounts and records are correct.
- ❖ Managing petty cash transactions.
- ❖ Reconciling finance accounts and direct debits.
- ❖ Generate Salary statements and run Payroll Management
- ❖ Responsible for bank reconciliation statements every month.

Office Assistant & Computer operator- ESL (Cent.govt Contract Basic) Aug 2013 to 2014 Dec

- ❖ Receive all incoming correspondence and packages and route to correct recipient.
- ❖ Assist with payroll and employee scheduling.
- ❖ Full office maintenance work
- ❖ Store Maintanance

Accounts assistant- Faurecia Emmissions Control Tech pvt ltd Nov 2011 to Jun 2013

- ❖ Prepare Journal, Ledger Entries
- ❖ Sales Dispatch Work
- ❖ Prepare and maintane pre-authorize payments monthly or as required.
- ❖ Prepare Vendor and supplier invoices
- ❖ Banking Reconciliation work
- ❖ Making Cheque & Filling Maintanance work

ACADEMIC QUALIFICATIONS

- ❖ **Bachelor of Commerce**, Pioneer Kumaraswamy College, Nagercoil – 2008-2011
- ❖ **MBA Finance Management, University of Madrash, Chennai- 2012-2014**

Strengths

- ❖ MS Excel
- ❖ Time Management
- ❖ Team Leadership
- ❖ Flexibility
- ❖ Accuracy

Languages Known

- ❖ English
- ❖ Tamil
- ❖ Malayalam

Certifications

- ❖ SAP FICO
 - ❖ Tally ERP
 - ❖ Mfg Pro ERP
 - ❖ MS-Office
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PERSONAL INFORMATION

Name - MITHUN RAJ B
BIO : 12/04/1990
NATIONALITY : INDIAN
GENDER : MALE
MARITAL STATUS : SINGLE
PASSPORT DETAILS : K9983647
NOTICE PERIOD : 30 DAYS

CONTACT DETAILS

235 VEERVILAI COLONY, THITTUVILAI
BHOOTHAPANDY(PO)
KANYAKUMARI DISTRICT
PIN-629852

With Best

Regards

MITHUN RAJ B