

**R E S U M E**

**NAME : M.SENTHIL KUMAR**

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OBJECTIVE

To function as an effective number of a professional administrative and work towards personal advancement by contributing positively to the achievements of the organization goal.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institution** | **Board / University** | **Year of Passing** | **Grade or %** |
| 10thStd | Nadar Higher Secondary School, Madurai | State Board | 1991 | 62% |
| 12thStd | Nadar Higher Secondary School, Madurai | State Board | 1993 | 76% |
| B.Com. | Madura College (Autonomous), Madurai | MKU | 1997 | 48% |
| M.Com. | Sourashtra College, Madurai | MKU | 1999 | 62% |

**ADDITIONAL QUALIFICATION**

* + - Tally ERP 9.1
    - M.S – Office 2000
    - Working with Internet

**TECHNICAL QUALIFICATION**

* + - Typewriting English Senior Grade
    - Typewriting Tamil Junior Grade
    - Diploma in Hindi

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WORKING EXPERIENCE

1. **M/s. VRD Best Foods Private Limited – *Accounts & Commercial Manager.***

Food Processing Industry (100% EOU) in Madurai, Tamilnadu.

From March 2015 to Till Date

**JOB RESPONSIBILITIES:**

**Daily Routine Works**

* To handle all Accounts & Finance Transactions on day to day activity.
* To Passing the Cash & Bank Vouchers.
* To Verify the Sales/Purchase Invoices.
* Payroll Preparation for Labours & Staffs.

**Statutory Dues**

* To fulfill all requirements in GST
* To fulfill all requirements in Central Excise (like…ARE1, ARE3, CT3, ANNEXURE 19, ER2 returns and etc)
* To fulfill all requirements in Service Tax (like…Monthly remittance & Half yearly returns and etc)
* To fulfill all requirements in Commercial Tax (like…Monthly Returns & Payments, Form H, Form C, VAT Audit and etc)
* To fulfill all requirements in Income Tax (like… Balance Sheet schedule preparation attend the hearing with External Auditor)
* Monthly/Quarterly/Half yearly/Yearly Return submitted to APENDA/ECGC/FSSAI/TDS and etc.,
* Monthly & Qtly Stock Statement submitted to Banker for CC A/c & PC A/c
* Coordinate the Internal & External Audit Team

**Management Information System**

* MIS Report Submitted to the Directors.
* To Analysis the Costing & compared profitability.
* Monthly P&L and Balance Sheet Submitted to Management on Correct time.
* Analysis of Customer / Supplier Account on periodically.

1. **M/s. NP Enterprises Pvt Ltd, Maudrai *– Accounts Manager*.**

Main dealer of TVS Two Wheelers – Madurai and Dindigul, Tamilnadu.

From March, 2010 to March, 2015

**JOB RESPONSIBILITIES:**

* To handle all Accounts & Finance Transactions on day to day activity.
* To handle the Commercial Tax, Income Tax, Service Tax Officials.
* MIS Report Submitted to the Directors.

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* Monthly P&L and Balance Sheet Submitted to Management on Correct time.
* Analysis of Customer / Supplier Account on periodically.
* Internal Audit to be done by Audit Team on every month.
* To Attend the Sales Tax & Income Tax Hearing also.
* In Addition Charge of Personal & Administration of Madurai Branch.
* To Handle 4+4+1 Accounts Team

**SPECIAL ACHIEVEMENTS**

* VAT Audit (Commercial Tax Office) was done 3 year

1. **M/s. IAP Farm Services Pvt Ltd, Nilakottai - *Accountant***

Procurement Division of (100% EOU) in Nilakottai, Tamilnadu.

From April, 2007 to February, 2010

**JOB RESPONSIBILITIES:**

To handle all Accounts & Finance Transactions on day to day activity.

* MIS Report Submitted to the Directors.
* To Analysis the Costing & compared profitability.
* To handle the Statutory Compliance of the company
* Monthly P&L and Balance Sheet Submitted to Management on Correct time.
* Analysis of Customer / Supplier Account on periodically
* Stock Audit to be done
* Coordinate the Internal & External Audit Team
* To handle the companies legal activity
* To Handle 12+4+1 Accounts Team

**SPECIAL ACHIEVEMENTS**

* Stock Maintenance 98.2% accuracy in 18 Branches without Computer

1. **M/s. T.V.S & Sons Ltd, - *Senior Clerk in Accounts***

From January, 2003 to October, 2006

**JOB RESPONSIBILITIES:**

* To Enter the Purchase & Sales Transaction in the Accounting Software.
* To Verify the Cash collection for entire Hub (8 Branches)
* To Prepare the Vendor Payments after credit period.
* To Prepare the Fringe Benefit Tax, TDS Report.
* To Prepare the Cashflow Statement for entire Hub (8 Branches) with SBU wise.
* To Prepare the Sales Tax (VAT Monthly) Returns for entire Hub.
* To Prepare the Bank, Supplier & Branch Reconciliation on monthly basis.

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* To Maintain the Asset Register to entire Hub.
* To Coordinate Month end P&L Preparation SBU wise.
* To Coordinate Internal Audit Team.

**SPECIAL ACHIEVEMENTS**

* Inter Br Reconciliation for entire hub (8 Branches) with 54 Branch was done for 2 Yrs

1. **M/s. Sri Chakarathalvar Steels, Sriviliputhur – *Accounts Assistant***

From January, 2000 to January, 2003

**JOB RESPONSIBILITIES:**

* Receiving Cash / Cheque / DD from the Customer.
* Petty Cash Maintaining.
* Bank Transaction on daily basis.
* Stock Register Maintained.
* Controlling Finance Position in Bank Accounts
* Bank Reconciliation done on daily basis.
* Labour Salary distributed on weekly basis.
* PF & ESI Remittance.

**PERSONAL DETAILS**

Date of Birth : 07th April 1976

Father’s Name : Sri.R.Mathi Prakash

Nationality : Indian

Religion & Community : Hindu – Nadar

Sex : Male

Marital Status : Married

Language Proficiency : Tamil, English & Malayalam

Passport No. & Validity : N5694292 Validity Upto 21.12.2025

Permanent Address : Sarvesh–Meenarani Illam,A5 Opelcity Houses,

Tirupathy Nagar Main Road, Avaniyapuram, Madurai – 625012 - India.

**DECLARATION**

I hereby declare that all the above information’s are correct to the best of my knowledge and belief.

Thanking you, with anticipation....

Yours faithfully,

**Place :** Madurai ****

**Date :** (**M.SENTHIL KUMAR)**