

L. CHANDRAN
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**No.11, Chengalwarayan Street,
Triplicane,
Chennai-600 005**

Career Aspirations

To associate with an organization with progress dynamically which would give me a chance to update my knowledge and enhance my skills and to be a part of the team that excels in work towards the growth of the organization.

Profile :

- Over Twenty years of experience in Accounts and Finance
- Good exposure to Bank related works, **GST,TDS**, Service Tax, VAT, Day today Accounting& MIS Reports,Eway Bill, Vendor payment.
- Working knowledge in **Tally 9.0, DMS, TDMS, GAIN, Focus.**

Experience Summary : (Total 14 Years Experience) Detailed Below:-

- Presently Working as a Assistant Manager Accounts in M/S.GURUDEV MOTORS Pvt Ltd, from 02.04.2018 to Till Date.
- Worked as a Assistance Manager Accounts in Rajalakshmi Cast (P)LTD from 01.04.2016 to 01.04.2018
- Worked as a Assistance Manager Accounts in M/s ZULAIKHA MOTORS Pvt LTD (Mahindra Dealer) from 10.03.2013 to 31.03.2016
- Worked as Associate Manager Accounts in M/s. LANSON TOYOTA. (Toyota Dealer) from 11.07.2000 to 09.03.2013.
 - (2000 to 2003- Cashier cum Accounts Assistant.)
 - (2003 to 2006- Accounts Executive)
 - (2006 to 2009 – Sr. Accounts Executive)
 - (2010 to 09.03.2014 date – Asst Manager Accounts)
- Worked as Accounts Cum Admin Assistant in M/s. AKAASH INTERNATIONAL PVT LTD (Leather Exporters), from 16.07.1996 to 30.6.2000.

Educational Qualification

Course	Board/ University	Year of Completion
B. A (Eco)	Madras University	1996
DCA	LOYOLACOLLEGE	1995-1996

Technical Qualification

- Tally (5.4 ,6.3& ERP Version)
- Computerised Accounting
- Ms Office
- FoxPro
- Typewriting (English)

Skills

Accounts: - Data Entry level to Preparation of Financial Statements. Sales Tax Related works like Preparation of Monthly Returns (E-Filing) etc.

Income Tax Related works like Calculation of **TDS,GST**, E-Filing of TDS & GST, and Application of Rules and Principles in Day today Accounting, MIS report, Fund Flow, etc.

Accounts Related works like Data Entry, Customer & Suppliers Handling, Accounts Receivables, Accounts Payables, General Ledger, Branch and Inter Company Reconciliation, Inventory, Verification of Daily Cash Flow and Bank Statements (Bank Reconciliation), Claim Submission to Manufacture, Price list preparation etc.

Export & Import Documentation related to Bank.

Payroll Related works like, Salary Preparation, Disbursement of Salary, ESI & PF – Monthly & Annual Returns, Bonus, Leave Encashment, etc.

Experience Details:

1. Name of the Company : M/s RAJALAKSHMI CARS PVT LTD

Role : ASSISTANT MANAGER ACCOUNTS

Reporting to : CFO & Senior Manager Accounts.

Responsibilities:

- Verification of Daily Cash & Bank Transactions
- Preparation and Submission of Daily, Monthly MIS Reports
- TDS Calculations, GST Calculations, E-Filing of TDS, E-Filing of GST.
- Verification of Files for the Vehicle Registration and Delivery
- Updating Day today Accounting Transactions
- Handling Sales and Purchase Related Works
- Customer Handling like Sales and Service
- Handling the Subordinates and Co-Operating with other Departments.
- Verification and Reconciliation of AP, AR & GL Accounts
- Inter-Company Reconciliation
- Service Tax – Monthly Returns & Half yearly Returns
- Sales Tax Monthly & Assigning with Statutory auditors for Assessment
- Preparation of Financial Statements like Trial Balance, Profit & Loss Account , Payroll, Incentives and Statutory Benefits of Employees
- Preparation and Submission of All Claim

2. Name of the Company : M/s ZULAIKHA MOTORS PVT LTD

Role : Assistant Manager -Accounts.

Reporting to : General Manager & Senior Manager Accounts.

Responsibilities:

- Verification of Daily Cash & Bank Transactions
- Verification of Files for the Vehicle Registration and Delivery
- Updating Day today Accounting Transactions
- Handling Sales and Purchase Related Works
- Customer Handling like Sales and Service
- Preparation and Submission of Daily, Monthly MIS Reports
- Handling the Subordinates and Co-Operating with other Departments.
- TDS Calculations, E-Filing of TDS
- Verification and Reconciliation of AP, AR & GL Accounts
- Inter-Company Reconciliation
- Service Tax – Monthly Returns & Half yearly Returns
- Sales Tax Monthly & Assigning with Statutory auditors for Assessment
- Preparation of Financial Statements like Trial Balance, Profit & Loss Account , Payroll, Incentives and Statutory Benefits of Employees
- Excise Duty Refunds (EDR)
- MIS Report.
- Preparation and Submission of All Claim

3. Name of the Company : M/s. **LANSONT**TOYOTA,Toyota Vehicles Dealer, Chennai.

Role : Assistant Manager -Accounts.

Reporting to : Joint Managing Director, General Manager & Manager Accounts.

Responsibilities :

- Verification of Daily Cash & Bank Transactions
- Verification of Files for the Vehicle Registration and Delivery
- Updating Day today Accounting Transactions
- Handling Sales and Purchase Related Works
- Customer Handling like Sales and Service
- Preparation and Submission of Daily, Monthly MIS Reports
- Handling the Subordinates and Co-Operating with other Departments.
- TDS Calculations, E-Filing of TDS
- Verification and Reconciliation of AP, AR & GL Accounts
- Inter-Company Reconciliation
- Service Tax – Monthly Returns & Half yearly Returns
- Sales Tax Monthly & Assigning with Statutory auditors for Assessment
- Preparation of Financial Statements like Trial Balance, Profit & Loss Account , Payroll, Incentives and Statutory Benefits of Employees
- Excise Duty Refunds (EDR)
- MIS Report.

- Preparation and Submission of All Claim

4. Name of the Company : **M/s. AKAASH INTERNATIONAL PVT LTD**, Leather Garment Export Unit, Parys - Chennai

- Role : Accounts cum Admin Assistant.
- Reporting to : Managing Director.

➤ **Responsibilities :**

- Daily Transactions of Cash and Bank
- Updating Day today Accounting Transactions
- Handling Sales and Purchase Related Works
- Preparation and Submission of MIS Reports
- Handling the Subordinates and Co-Operation with other Department works
- E.S.I., E.P.F. & Inspector of Factories – Monthly and Annual Returns and Maintenance of records
- TDS Calculations, E – TDS, Deductions, Forms, Payments & Returns
- Verification and Reconciliation of AP, AR & GL Accounts
- Sales Tax Monthly & Assigning with Statutory auditors for Assessment
- Preparation of Financial Statements like Trial Balance, Profit & Loss Account and Balance Sheet.
- Payroll and Statutory Benefits of Employees
- Export and Import Documentation related to Bank

PERSONAL DETAILS:

Date of Birth	: 14.09.1973
Father's Name	: MR.S.LAKSHMAN SINGH
Marital Status	: MARRIED
Languages Known	: Tamil & English & Hindi
Nationality	: Indian

Declaration:

I hereby declare that all the above details furnished by me are absolutely true to my knowledge.

(L.CHANDRAN)