

# RESUME

**N.NITHYANANTHAM**

Email : nithybright2015@gmail.com  
Mobile : 9884156211

## Objective

Seeking a position to utilize my skills and abilities in the software industry that offers Professional growth while being resourceful and innovative.

## EDUCATIONAL SUMMARY:

Name of Institute and Location	Course / Certification Obtained	Class Obtained
Madras university chennai	B.com (2009-2011)	50%
Govt Hr Sec School, Nesapakkam	+2 (2005)	51%
Govt Hr Sec School, Nesapakkam	SSLC (2003)	50%

## Additional qualification

- Tally ERP 9 ( worked with version 4.7)
- Microsoft word, Excel

## PROFESSIONAL EXPERIENCE

**Company Name** : Intech System  
**Designation** : Office Asst & Maintenance  
**Duration** : 2011-2013

**Company Name** : \_bala Subramanian chartered Accounts

**Designation** : Accounts Asst

**Duration** : 2013-2014

**Company Name** : PKS Trading private limited ( Dealer )

**Designation** : Accountant

**Duration** : 2014-2017

### **AREA OF EXPOSURE**

- Preparing purchase and sales Invoice
- BRS (Bank Reconciliation statement)
- VAT (Value Added Tax)
- CST (central sales Tax)
- TDS( Tax deduction At Source )
- Payroll statement (salary, ESI and PF )
- Service Tax
- Cheque Online Printing
- Excise Duty ( Manfacutre & Dealer )
- Balance Sheet Preparation
- Trial Balance Adjustment Entry
- Preparation of Manufacturing Return ER-1 ( Online

### **PERSONAL DETAILS**

Father's Name	: T.Natarajan
Date of Birth	: 29-07-1986
Language Known	: Tamil & English
Gender	: Male
Status	: Un Married
Nationality	: Indian
Address for Communicaton	: No.13 Kanu Nager 5 <sup>th</sup> Street, Nesapkkam Chennai-78

### **DECLARATION**

I hereby declare all the statements made above are true and correct, to the best of my Knowledge and belief.

Place :  
Date :

yours faithfully  
N.NITHYANANTHAM