

# RESUME

## SHANTHI KIRANKUMAR

shanthishree27@gmail.com  
No.H-3, Rail Nagar, Koyambedu  
Chennai-600107.  
Mobile: +919940624856

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### OBJECTIVE

To be a part of any organization in which enhance my efforts and Maximum fulfilment of my knowledge where I can upgrade my Skills all the time according to the new Trends and to utilise my technical skills in serving an organisation to my best known knowledge and play an inventive and active role in organisation's growth.

### PERSONAL TRIATS

I have energetic team spirit, hard working, sincere, punctuality and good proficiency in communication skills.

### ACADAMICS DETAILS

- **MBA- (HR)** in PULC Chennai from 2016 to 2018
- **BACHELOR OF COMMERCE (B.Com General)** From Queen Mary's College, Chennai in the year 2010 to 2013
- Class 12<sup>th</sup> inCommerce Stream from Karnataka Sangha Hr.Sec.School T.Nagar Chennai in 2010
- Class10th from Sathiyamurthy Hr.Sec.School Chennai in 2008

### FIELD OF INTEREST

- ❖ Accounting, Auditing
- ❖ Accounts receivable and Payable ( Credit Control )
- ❖ GST Filling ( GSTR 3B, GSTR1, GSTR 4, GST Payment )
- ❖ TDS
- ❖ Tally ERP ( Payables, Receivables, Sales, Purchase, BRS, Bills )

## **RESUME**

### **WORK EXPERIENCE (6 Years and 7month)**

Worked as a Credit Control Officer (**Accounts Department**) –in **Associated Road Carriers Ltd** in Chennai. From March 2014 to till date (3 Years 5Month of Experience)

#### **Role of work:**

- Managed and coordinated all activities of the Accounts Receivable / Collection departments...
- Prepare verify, and process invoices and coding payment documents.
- Bank reconciliation with bank statement when needed and also reconcile with company reports and party ledger
- Total monthly reports prepared for payment received and outstanding and invoice

Worked as a Account Assistant In **Arun Plasto Moulders Pvt Ltd** in Chennai From ( October 2017 to April 2019 )

#### **Role of Work:**

- GST Filling and Payments ( GST 3B, GSTR1, GSTR4 )
- Cheque payment and Receipt works
- Daily and Monthly BRS Works
- Sales and Purchase Invoice Making
- Inter Branch and Inter Company Reconciliation ( Weekly and Monthly )
- File Works Maintained
- TDS Preparing and Payments
- Employees Salary Works
- Daily Purchase Bills Booking

Worked as a accounts and admin assistant in **Craft & Draft design studio** in Chennai from (**November 2019 to August 2021**)

### **TECHNICAL KNOWLEDGE**

- MS OFFICE.
- Computer Applications.
- TallyERP9 (genesis)

## **RESUME**

### **KEY SKILL**

- Team player
- Confident
- Quick learner
- Ready to adopt the environment for work

### **STRENGTH &HOBBIES**

- Actively Working
- Easily adopt the Work Environment
- Ready to Learn in Works To do Better To my Knowledge
- Hearing Music
- Watching TV.
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### **PERSONAL PROFILE:**

Name	:	Shanthi Kirankumar
Husband name	:	Kirankumar.N
D.O.B	:	12/12/1992
Gender	:	Female
Marital Status	:	Married
Nationality	:	Indian
Languages Known	:	Tamil and English
Address for communication:		No. H-3, Rail Nagar, Koyambedu, Chennai – 600 107.

## **RESUME**

### **Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**PLACE:** Chennai.

**DATE:**

**(R.Shanthi MBA)**