

RESUME OF ANANTHASESHAN R

CAREER OBJECTIVE & SUMMARY:

A Graduate in Commerce (General) with academic records & keen to learn and grow in the field of Business Accounting, Auditing, Finance & Legal aspects.

ACADEMIC PROFILE

COURSE	AGGEREGATE	YEAR OF PASSING	COLLEGE/SCHOOL	BOARD/UNIVERSITY
B. Com (General)	52%	2018	DG Vaishnav College (Autonomous), Chennai	University of Madras
Class 12 th	92.27%	2015	Sri Vijay Vidyalaya Matriculation Higher Secondary School, Krishnagiri	TN State Board
Class 10 th	94.6%	2013	Cambridge Matriculation Higher Secondary School, Krishnagiri.	TN State Board

- Enrolled CMA (Inter), Professional Course with the Institute of Cost Accountants of India.

WORK EXPERIENCE:

Working as an Audit Assistant in **VIJAYAN & ARUN CHARTERED ACCOUNTANTS FIRM** from 01.06.2019 till date and performing the following functions.

- Systematic maintenance of Accounting Records.
- Drafting documents & reports with respect to Audit (Internal & External), Financials & Annual returns.
- Timely filing of Income Tax, GST, Annual returns & related documents.
- Regular Follow – up with Debtors & ensures timely collection of receivables.

KNOWLEDGE & TECHNICAL SKILLS:

- Tally ERP.9 & MS Office certificate of completion through Information technology from the Institute of Cost Accountants of India during the year 2019.

PERSOANL DETAILS:

Date of Birth	12.12.1997
Father Name	G. RAGAVENDRAN (LATE)
Language Known	Tamil, Kannada, English.
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