



K. PRABHAKARAN
Middle Level Assignments (8 Years)
Accounts, Finance & Secretarial

+91 8939794057
+91 9944264653

prabhakaranpriya@yahoo.com
prabhakarmagesh33@gmail.com



Profile Summary

- ✚ 8 years of extensive experience in Accounts & Finance in FMCG sector
- ✚ Managed overall financial accounting operations for the organization including collections, purchase, receivables, deposits, disbursements, fixed assets and inventory
- ✚ Hands-on experience in working with the Finance Controller for the Preparation of Annual Reports
- ✚ Day to Day accounting entries in Tally ERP 9, SAP Hana.
- ✚ Preparation of Bank Reconciliation Statement, TDS, GST Returns.
- ✚ Preparation of Debtors' Reconciliation
- ✚ Preparation of Creditors Reconciliation
- ✚ Possess knowledge in ERP – Tally 9, Wings, SAP Hana
- ✚ An effective communicator with excellent analytical and inter personal skills



Core Competencies

- ✚ Preparation of Statement of Profit and Loss, Balance sheet.
- ✚ Preparation of Cash flow Statement.
- ✚ Preparation of Monthly Drawing Power Statements.
- ✚ Prepare filing GST Returns.
- ✚ Prepare filing TDS Returns.
- ✚ Rating documentation.
- ✚ Bank documentation.



It Skills

- ✚ MS Office
- ✚ Tally ERP 9
- ✚ Wings
- ✚ SAP Hana



Education

2014
MBA from Anna University, Chennai
2011
B.COM (C.A.) from Periyar University, Salem



Personal Details

Date of Birth: 14th April 1990

Languages Known: Tamil & English

Address: No.16, F-1, Ganapathy Siva Nagar,
Madhavaram, Chennai – 600 110.



Work Experience

Since Jan'2013



Aachi Group of Companies, Chennai as Junior Manager Finance

Role:

ACCOUNTS & FINANCE

- Administer the accounts payable function and maintain appropriate records.
- Check to ensure online bank account numbers of suppliers are set up accurately and all payments are properly authorised.
- Bank Reconcile statements.
- Prepare filing TDS Returns.
- Prepare filing GST returns.
- Preparation of Statement of Profit and Loss, Balance sheet.
- Preparation of Fund Flow Statement, Cash Flow Statement.
- Preparation of Financial Follow up Report (FFR).
- Preparation of Stock Statements.
- Stock, plant and machinery insurance monitoring and renewal.
- Rating ICRA, CRISIL all documents and renewal process.
- Coordinating with the Bankers for Bank loan documentation.
- Assist in the preparation of Management Report as required.
- Preparation of Net worth statement.

SECRETARIAL

I have coordinated with a practicing company secretary pertaining to the preparation of documents relating to:

- Master data verification
- Registration /Modification / Satisfaction of Charges

Significant Accomplishments :

Have been conferred with the Star Employee award for the year 2017