

# **RESUME**

**K.MANIKANDAN**

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No,4/4, Karpaga Vinayaga  
Koil Street,  
Puthiran Kottai Village,  
Puthiran Kottai Post,  
Cheyyur Taluk,  
Kancheepuram District.

## **OBJECTIVE:**

A spring to get a challenging position in an organization like yours where I would show my skills and abilities for the betterment of the organization and my professional growth.

## **EDUCATIONAL QUALIFICATION:**

<b>Qualification</b>	<b>School/ College</b>	<b>Board/ University</b>	<b>Year of Passing</b>	<b>% of Marks</b>
10 <sup>th</sup>	Govt. High School, Puthirankottai	State board	2012	64%
12 <sup>th</sup>	Govt. Boys Hr. Sec. School, Polambakkam	State Board	2014	62%
B.Com General	Sri Santhoshi Arts & Science College, Polambakkam	University of Madras	2017	70%

## **Experience:**

<b>Company Name</b>	<b>Position</b>	<b>From</b>	<b>To</b>
National Highways	Toll Collector Staff	2017	2018
Paytm	Marketing Sales Executive	2018	2020
Agile Airport Services ,MAA	Agent Cheking	2020	2022
Sri Pathraa Consultancy	Accountant	11.05.2022	Till Date

## **Job Responsibilities:**

- Operating Systems: MS-Windows XP, 7, 8, 10
- MS Office, MS Word, MS Excel
- Cash Transaction work

## **COMPUTER SKILLS**

- Tally
- GST Filling
  
- **GST Knowledge and Skills**
- Comprehensive understanding of GST regulations and compliance requirements.
- Expertise in GST registration, returns filing (GSTR-1, GSTR-3B, GSTR-9, etc.), and reconciliation.
- Proficient in handling Input Tax Credit (ITC) claims and resolving GST mismatches.
- Skilled in conducting GST audits and ensuring accurate reporting.
- Experience in preparing GST computation and ensuring timely payment.
- Well-versed in amendments and updates related to GST laws and their implementation.
- ESI PF Basics'
- IT Filling Preparation
- TDS Wages

## **AREA OF STRENGTH**

- Good Communication Skill
- Hard Working
- Team Leader
- Self-Motivating

## **PERSONAL SKILLS**

- Highly developed written and verbal communication skills.
- Ability to build relationships with work colleagues.
- Can work well under pressure.
- Strong sense of responsibility and desire to get things done properly.
- Enthusiastic about learning new concepts in emerging teaching scenario.

**PERSONAL DETAILS:**

Name	:	<b>K. MANIKANDAN</b>
Father's Name	:	G.Kesavan
Gender	:	Male
Date of Birth	:	10.06.1997
Marital Status	:	Unmarried
Nationality	:	Indian
Religion	:	Hindu
Languages Known	:	Tamil & English

**DECLARATION:**

I hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief.

Place:

Date:

**(K.MANIKANDAN)**