

SANGEETHA.M

ACCOUNTS EXECUTIVE

 sangeeias7@gmail.com

 9884971900

 Porur

 Unmarried

 Female

PROFILE

Dynamic and experienced accounting professional with 5 years' working experience. Seeking an opportunity to contribute practiced knowledge of accounting principles within an organization that values efficiency and allows for further career advancement.

LANGUAGES

Tamil and English



COURSES

GST Returns E-Filing(With Latest Updates)

MSME -TDC,EFC-Chennai(TN)

10/2024 – 10/2024

Chennai, Tamil Nadu

Tally ERP 9

SST Academy

09/2022 – 12/2022

chennai, Tamil Nadu

PROFESSIONAL EXPERIENCE

I-Pro Visuals

Accounts Executive

03/2024 – present | Chennai

- *Preparing Tax/E-Invoice,Credit Note&Debit Note
- * Processing of Vendor Invoices.
- * Accounting Entries (Bank, Cash and Journal Vouchers)
- * Reconciliation of Bank Statements, Debtors and Creditors Accounts
- * Monthly Statutory payment such as PF, ESIC, GST&TDS.
- * Preparation of monthly MIS and weekly reports required by management.
- * Petty cash
- * Preparing & Checking Profit&Loss, Trail Balance&BalanceSheet
- * Ensures proper deduction of TDS as per the Income Tax rules.
- * GST Filing(GSTR1,GSTR3B &2B)
- * Preparing & Releasing Purchase order
- * Payroll Vouchers,
- * ESI&PF challan creation to Payment
- *Delivery Challan & E-way bill
- * Report for Management

Glad Engineering Works

Accountant

01/2022 – 02/2024 | Chennai

- * Preparing&IssuingTax/E-Invoice,CreditNote&DebitNote
- * Processing of Vendor Invoices.
- * Pettycash,
- * Delivery Challan
- * Accounting Entries (Bank, Cash and Journal Vouchers)
- * Reconciliation of Bank Statements, Debtors and Creditors Accounts
- * Processing NEFT&RTGS.
- * Monthly Statutory payment such as PF, ESIC, GST&TDS.
- * Preparation of monthly MIS and weekly reports required by management.
- * Preparing & Checking Profit & Loss, Trail Balance & Balance Sheet
- * Ensures proper deduction of TDS as per the Income Tax rules.
- * GST Filing(GSTR1,GSTR3B &2B)
- * Preparing & Releasing Purchase order
- * Payroll Vouchers, E-waybill
- * ESI&PF challan creation to Payment
- * Report for Management

Express CitycabsPvtLtd.Chennai

JuniorAccountant

06/2019 – 11/2021 | Chennai

*Preparing& IssuingTax Invoice.

*Responsible for making entries of collection/Receipt (Cash,Cheque, NEFT, Payment Gateway on daily basis.

* Administration work.

* Regular Accounting of Income & Expenses, Bank Reconciliation,

* Reconciliation of collection/receipt on daily basis

* Preparation of Debtor's Creditor's Aging Report monthly and Quarterly.

* Profit & Loss Report on monthly basis.

EDUCATION

B.AEconomics

Bharathidasan university

2019 | Adirampattinam, Tamil Nadu

Commerce with computer

GovernmentHigherSecondaryschool

2016 | Pattukottai, Tamil Nadu

SKILLS

- Basic Knowledge of Computer
- MS-Office
- TallyERP9&TallyPrime
- Zoho books
- GST Return E-Filing(With Latest updates)