

RESUME

K.MANIKANDAN

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

CELL: 8825633411

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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:

Qualification	School/ College	Board/ University	Year of Passing	% of Marks
10 th	Govt. High School, Puthirankottai	State board	2012	64%
12 th	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:

Company Name	Position	From	To
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 Prepration
- 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	:	K. MANIKANDAN
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)