

# 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)