

ILAYARAJA P

Accounts Executive

ABOUT

Capable Accounting Assistant skillful in data collection and analysis with a meticulous eye for detail. Known for strong general ledger accounting, account reconciliation, and audit support. Expertise in job-related software.

Experience

1. Monsoon Bounty Foods Manufacturing Pvt. Ltd | Chennai-Anna Nagar.

Accounts Executive (08/2021 – 05/2025)

- Maintaining accurate financial records, managing accounts payable/receivable.
- Preparing invoices and ensuring timely payments.
- Ensuring that financial records match bank statements and other relevant data.
- Preparing bank reconciliation statement.
- Maintaining accurate records of petty cash transactions.
- Generating Remission of Duties and Taxes on Exported Products (RODTEP) reports.
- Preparing and Submission of Packing Credit (PC) Documents
- Preparing and filing GSTR 1 & 3B returns.
- Managing all aspects of factory inward and outward maintenance.

2. Noush Tax Consultancy Services | Chennai

Junior Accounts Assistant (01/2017 - 07/2021)

- Ensured accurate entry of purchase and sales bills into Tally.
- Managed Payment, Receipt, Contra, and Journal entries in Tally.
- Enhanced efficiency in GST e-filing processes.
- Applying for PAN and TAN.

CONTACT

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✉️ ilayarajapk1994@gmail.com

Soft Skills

- Creative & Critical Thinking
- Attention to Detail
- Collaboration Skills

Technical Proficiency

- Tally Prime
- MS Office (Excel, Word)

EDUCATION

- **B.C.A Bachelor of Computer Application** | The Mother Teresa College of Arts & Science | Iluppur, Pudukkottai

2013 - 2016 | 75%

Languages Known

- Tamil
- English
- Hindi