

# **INACHAMMAI R**

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Chennai  
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## **Objectives**

Driven accounting professional with established knowledge of accounting principles to execute in depth financial audits and deliver comprehensive financial reports. Seeking more challenging position within an organization that allows for future career advancement.

## **Education**

**MASTER OF BUSINESS ADMINISTRATION IN FINANCE (2023)**  
UNIVERSITY OF MADRAS

**BACHELOR OF COMMERCE (2021)**  
Tagore College of Arts & Science  
CHROME PET CHENNAI

**HIGHER SECONDARY (2018)**  
ST.THERESA GIRLS HIGHER SECONDARY SCHOOL

**SSLC (2016)**  
ST.THERESA GIRLS HIGHER SECONDARY SCHOOL

## **Experience**

**ACCOUNTS EXECUTIVE (26/04/2024 to Till date)**  
Sidharth Foundations and Housing Limited (7<sup>th</sup> Floor Chaitanya Imperial.Teynampet,Chennai-600018)

- Verification of invoices
- Resolved reconciliation discrepancies in a timely manner
- GSTR1 Workings
- GSTR3B Workings
- TDS Filing (Monthly and Quarterly filing)
- Investments (Liquid funds, Shares ,Mutual Funds) workings and follow ups
- Month End closure activities
- Follow up the banks regarding to companies accounts, deposit, and investments matters
- Vendor Reconciliation

- Preparing and verification of Bank Reconciliation reports
- Maintaining overall project wise cost units of the company
- Verification of books at the month end

#### **JUNIOR ACCOUNTS EXECUTIVE (24/08/2022 –25/04/2024)**

Sidharth Foundations and Housing Limited (7<sup>th</sup> Floor Chaitanya Imperial.Teynampet,Chennai-600018)

- Book Keeping of all company records
- Bank Reconciliation of the company and Individual books
- Bill Booking (Purchase, Sales and all types of vouchers)
- Maintaining Petty Cash of the organization.
- Follow-ups accounts payable
- Preparation of companies outstanding statements
- Suspense follow ups
- General ledger closing
- Follow-ups accounts receivable
- Preparation of TDS Workings

#### **AUDITING ASSISTANT (05/06/2021 –05/08/2022)**

HELAN ENTERPRISES PALLAVARAM

Key Responsibility

- GST Filing
- Income tax Return Filing
- GST & Income Tax Registration
- MSME Registration
- Advice support and review of statutory matters related to GST Including preparation & filing of return
- Preparing of tax Payments, Estimating and tracking tax return .

#### **Skills**

- Tally ERP9
- Tally Prime
- MS Office
- MIS Report
- Documentation

#### **Languages**

English and Tamil