

THARUNKUMAR A

Phone: 8072430942

Email : havoccharun527@gmail.com

2/50, Keel Street, Vilpatti Post, Kodaikanal Tk,
Dindigul- 624 101, Tamil Nadu, India



Objective:

To grab an opportunity and set myself a goal where I can be innovative and attain a challenging position by proving and exercising my interpersonal and professional skills to the fullest for the growth and betterment of the organization and mine as well.

Education details:

Course	University	Name of the Institution obtained	Year of passing	Percentage
B. Com(CA)	Madurai kamarajar University	PVP College of arts and science,K.Singarakottai.	2018-2021	85
HSC	Tamil Nadu State Board	Govt. Hr. Sec.School, Kodaikanal	2016-2018	76
SSLC	Tamil Nadu State Board	Govt high.School,Vilpatti .	2015-2016	86

Technical skill:

TALLYPRIME ★★★★★

MS - Office Packages ★★★★★

Quick learner ★★★★★

HTML - Web designing ★★★

Financial Management ★★★★★

Communication Skills ★★★★★

Problem Solving ★★★★★

Business Development ★★★★★

Experience

- Accounts executive
- November 2021 - till
- TOPLIGHT GROUP OF COMPANIES, INDIA, TIRUPUR

As an Accounts Executive at **TOPLIGHT GROUP OF COMPANIES, INDIA**, I was responsible for managing and maintaining all financial records for the company. This included processing invoices, accounts payable and receivable, and reconciling bank statements. I also worked closely with the finance team to prepare financial reports for the company.

- Managed all financial records for the company
- Processed invoices and accounts payable/receivable

- Reconciled bank statements
- GSTR-1 Filing
- Prepared financial reports and
- TDS – Payment and Quarterly - Filing
- E-Way Bill & E -Invoice
- Account statement reconciliation
- Outstanding report
- GSTR-1 Filing
- Salary and party payment paid by net banking
- TDS – chart

Courses & Certification:

- Tally with Gst & Hotel management – (DDU-GKY)

Personal Profile:

Name : Tharunkumar A
Phone number 8072430942
Date of Birth : 07.11.2000
Father's Name : K.Aanandhan
Mother Name : A.Senrayammal
Sex : Male
Marital Status : Single
Languages Known : Tamil, English
Nationality : Indian
Permanent Address : 2/50, Keel Street,
Vilpatti Post,
Kodaikanal Tk,
Dindigul – 624 101.
Tamilnadu.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

DATE:

Tharunkumar A

PLACE: