

M.SASI KUMAR

No: 4/309 Muthu mariyamman Kovil Street,
Palavakkam
Chennai-600041

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Career Objectives:

To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and team work.

Education:

Course	University/ Board	Institute	Year of passing	Percentage
B.COM- General	Madras University	D.B Jain college of arts and science	2019	60%
Higher Secondary	State Board	Chennai Higher Secondary school Thiruvanmiyur	2015	51.5%
SSLC	State Board	(A.D.W) High school Palavakkam	2013	67.6%

Experience:

- Currently working as **Accountant** at **Kipling and Company Enterprises Pvt Ltd** from oct-23 to Till now
- Worked as **Junior Account** at **ARC Foods and Beverages** from Aug-2022 to Oct-23
- Worked as **Junior Account** at **D&M Enterprises** from Oct-2020 to 23-July-2022.
- Worked as **Account Assistant** at **Coal Barbecues** for the Period of 18.11.2019 to 21.03.2020.

Software Orientation:

- TALLY PRIME, TALLY ERP9, MS Word, Excel & Zoho Books.

Domain Skills:

- Accounting and financial management.
- Managing General Ledger & Outstanding Report Preparation.
- Accounts Payable & Accounts Receivables.
- GSTR 1, GSTR 1C, GSTR 3B & GSTR9 Filing.
- GST Core and Non-Core Editing.
- New GST Registration & TAN Number Register in Income Tax Portal.
- TDS Preparation & Challan Payment.
- Making Sales Billing & DC, Eway Bill.
- Maintain PO, PI, Purchased Bills and bank activities tracking.
- BRS-Bank Reconciliation Statement.
- Import Purchase & Foreign Exchange Documents preparation.
- Petty Cash Handling and Stock Maintenance.
- Income Tax Filing Co-ordination to Auditor
- Profit & Loss Statement Preparation.
- GST Revocation of Cancelled Registration & DRC 03 Filing
- ROC Filing Preparation co-ordinate to Auditor.

Achievements:

- Won prizes in school & college level sports tournaments.

Interest & Hobbies:

- Playing Kabaddi & Listening Music.

Personal Details:

Father Name : K.Murugesan
Mother Name : M.Manjula
Father Occupation : Daily wages
Address : No.4/309 Muthu Mariamman Kovil Street,
Palavakkam, Chennai-41
Date of Birth : 10-10-1997
Language known : Tamil & English.

Declaration:

I hereby declare that all the details furnished here are true to the best of my knowledge.

Date:

Place:

Sasikumar.M