

# Rangarajan S

Accountant with Payroll Expertise

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[CLICK]



A detail-oriented and dedicated accounting professional with experience in bookkeeping, bank reconciliation, payroll processing, and financial management. Eager to contribute my expertise to Organization, enhancing the accuracy and efficiency of financial operations while pursuing opportunities for professional growth within a dynamic and innovative environment.

## EDUCATION:

- ❖ NANDHA ARTS AND SCIENCE COLLEGE – ERODE July 2024
  - (B.com(ca)) Bachelor of commerce with computer application
- ❖ MPL HIGH SECONDARY SCHOOL – TIRUPUR July 2021
  - 12TH HSC – State Board Examination
- ❖ GOVT HIGH SCHOOL PANDINAGAR – TIRUPUR April 2019
  - 10TH SSLC – State Board Examination

## EXPERIENCES:

- ❖ **ASSISTANT ACCOUNTANT** (payroll) IN DOLLAE INDUSTRIES Ltd (Elastic Division)  
08/2024 To present
  - **Roles and Responsibilities:**
    - Data Entry & Maintenance
    - Bookkeeping
    - Invoice and Bill Management
    - Approval Process
    - Payment & Payroll Processing
    - PO Tracking
    - Bank Reconciliation Statements (BRS)
    - Document Management, Bookkeeping

**ADDITIONAL:**

- Tally prime First Class in InfoTech Computer Education (ICE)
- Attended an Ethical Hacking Workshop and participated in a related quiz.
- Completed a 15-day internship at Dollar Industries Ltd, gaining hands-on experience in management practices and industry insights.

**SKILLS:**

- Accounting & Payroll Management
- Tally
- MS Office – Basic
- Record-Keeping
- HTML, CSS
- Onsdal 3D design – basic
- Linux - basic
- Git & GitHub [[Link](#)]

**PROJECT:**

- Local Server [[Link](#)]
- Belding CNC Machine [[Link](#)]

**HOBBIES & INTEREST:**

- open-source software
- Web designing in WordPress
- 3d model (Beginner) – Free CAD (Onsdal)