

Sudha Sridharan

Mob: +91 9941610152

E-Mail: ssudha.sridharan@gmail.com

Finance Executive

- ❑ Bachelor of Commerce with over 10 + **years** of experience in Accounts & Admin
- ❑ Working as Finance Executive for 8 yrs 5months at [Viswire Simulation and Training Pvt Ltd](#) Chennai- 06.
- ❑ Worked with [Redoctane Technologies Pvt Ltd](#), (An [Activision Blizzard](#) company) Chennai as Accounts Executive for 4 years.
- ❑ Worked with Shriram Investments Ltd, Baroda, Gujarat as Accounts/Admin Asst for 4 yrs.

ACADEMIA

- PG Diploma in Financial Management from Annamalai University in 2011.
- Bachelor of Commerce from M.S.University, Baroda, Gujarat in 1990

ORGANISATIONAL DETAILS

- Viswire Simulation and Training Pvt Ltd, Chennai as Finance Executive
From August 2009 to till date
- [Redoctane Technologies Pvt Ltd](#),(An [Activision Blizzard](#) company) Chennai as Accounts Executive from July 2005 to March 2009
- Worked with Shriram Investments Ltd as Accounts Admin Asst from May 1990 to April 1994

TECHNICAL SKILLS

- MS Word / Excel
- Tally ERP 9

ROLES AND RESPONSIBILITIES

- Process regular day to day payments, banking transaction and maintaining Books of Accounts
- Maintenance of daybook, Vouchers, Cash Handling, GST Filing
- Taking care of Tax Deduction at source up to Filing of Annual returns and issue of TDS certificates to Vendors and Employees.
- Preparation of bank reconciliation statement.
- Maintaining Employees Leave Registers, Verification of Salary Statements and processing of Salaries.
- Preparation and maintenance of PF records and filing necessary documents with the office of the provident fund commissioner
- Tax Planning for Individual and issuing of Form 16
- Managing Accounts Payable, Vendor Payments and Statutory deductions thereof .Taking care of overall admin

PERSONAL DETAILS

Date of Birth	02-11-71
Marital Status	Married
Age	47 Yrs
Languages Known	TAMIL, ENGLISH, HINDI
Mobile Number	99416 10152
Permanent Address	Plot # 38, Selvaraj Nagar, Urappakkam West – 603 211 Kanchipuram Dist
Email Id	ssudha.sridharan@gmail.com

Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge. I assure that I will fulfill the requirements of the organizational needs.

Place: Chennai

Yours Truly,

Date:

(S. SUDHA)