

Sabari Padmanaban B

+91 96771 48091 | sabaripadmanaban12@gmail.com | linkedin.com/in/sabari-padmanaban

Professional Summary

Detail-oriented Accountant with 3.5 years of experience in the jewellery retail industry at Shanti Jewellers. Skilled in managing day-to-day accounts, inventory-linked billing, GST compliance, purchase and sales entries, cash handling, and financial record maintenance. Adept at working with accounting software, reconciling accounts, and supporting audit requirements with accuracy and confidentiality.

Work Experience

Accountant

Shanthi Jewellers

May 2022 - Present

- Managed daily accounting entries for sales, purchases, expenses, and receipts.
 - Maintained accurate records of gold, silver, and jewellery inventory linked with billing.
 - Prepared and maintained GST invoices, purchase registers, and sales registers.
 - Handled cash book, bank book, and daily cash reconciliation.
 - Performed bank reconciliation statements (BRS) and ledger scrutiny.
 - Managed accounts payable and receivable with vendor and customer follow-ups.
 - Assisted in monthly and yearly financial closing processes.
 - Supported internal and external auditors by providing required financial document
 - Maintained records of old gold exchange, wastage, and making charges calculations.
 - Generated financial reports for management review.
 - Ensured accuracy in weight-based billing and stock adjustments.
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SKILLS

Accounting & Compliance: Tally ERP / Tally Prime, GST Filing & Compliance, Accounting Principles, Inventory Accounting, Bank Reconciliation, Billing & Invoicing.

Core Competencies: Financial Record Keeping, Attention to Detail, Time Management, Confidential Data Handling, Vendor & Customer Coordination, Audit Support.

Hardware & Networking: Computer Hardware Troubleshooting, System Installation & Maintenance, LAN Setup, Router Configuration, Cabling, Basic Networking.

Tools: MS Excel

EDUCATION

Guru Nanak College

B.Com(Marketing Management)

4 Aug 2022 - 28 may 2025

DAV- SARADA EASHWAR VIDYALAYA

(formerly Sri Sarada Eashwar
Vidya Mandir)
HSE - Business Mathematics

1 June 2021 - 29 mar 2022