**CURRICULAM VITAE**

**ANANDH.R**

34 A/1,T.Arugampalaym,

Thanthonimlai post,

Karur -639005 Mobile : +91 9944155103

Tamilnadu Email.id : [anandhrajkrr@gmail.com](mailto:anandhrajkrr@gmail.com)

**Career Objective**:

Seeking a challenging position in well recognized company where my experience and skills will contribute towards team and organizational growth, and excellence.

**Professional Experience:**

Accounts and Office Executive at KARTEX International from July 2012 to January 2014.

**Receivable and Payables**

* Accounts Receivable and payable Entry’s
* Banking Process like a deposit and RTGS,NEFT, Net Banking,CCS,
* Maintained Banking process through Tally entries,
* Prepared Invoice and handled,
* Maintained Petty cash,
* Followed Client

Currently working as Account Executing Grade III at Chennai Radha Engineering Works Pvt. Ltd from February 2014

**File Maintenance**

* + - Handling all Files of Statutory like Sales tax,Service tax ,TDS,
    - Maintain Invoice of Purchase and Sales,Exp,

**Handling the TDS & TCS**

* Preparing TDS Working Entry Depending Sub Contractor ,Vehicle Hire Charges,CI,CO
* Prepare Payment Requisition for TDS monthly Payment,
* TDS Working and Payment Chelan updated in to Online in Spectrum Software Qtr Basis
* Generate and Verifying Chelan
* E-Filing and Return the TDS through Online
* Generating File Through NSDL

**Handling Sales Tax**

* Handling Purchase entry and Sales entries , and tallied workings,
* Handling E-Return through Online Website depending State like a VAT and CST(Annexure I ,II)
* Preparing and taken Report from online sent to CTO Asst. Circle

**Handling Service Tax**

* Preparing (ST) credit Working, Service tax Reverse Charges entry (RCM)
* Preparing (ST)Chelan every month and entry in to Tally
* Service Tax final report Updating in to ACES Website for E-filing Quarter Basis
* Preparing Quality report from HO to site, Preparing GTA

**Academic Qualification**

M.Com with 73% - Bharathidasan University Trichy

Year 2010 -2012

B.B.A with 61 % - Bharathidasan University Trichy

Year 2006-2009

**Technical Skills**

* Junior Grade on Technical Examination Tamil and English with I ‘st Class,
* Tally
* MS Office
* C and JAVA
* DTP

**Soft Skills**

* Self-starter and ability to learn things within a short span of time.
* Excellent communication, negotiation and managerial skills.
* A keen communicator with honed problem solving and analytical abilities.
* Good understanding of personal and psychological differences.

**Hobbies**

* Reading Books.
* Surfing Internet

**Personal Profile**

Name : R.Anandh

# Sex : Male

Date of Birth : 17.03.1989

Nationality : Indian

Father’s Name : T.Rajendran

Permanent Address : 34 A-1 T.Arugampalayam,

Thanthonimalai Post,

Karur – 639 005.

Marital Status : Single

Languages Known : English, Tamil, Hindi (Pursuing).

**Declaration:**

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

**Place:** Karur Yours Sincerely,

**Date:**

(R.ANANDH)