

Pakalavan M

Accounts Executive - ShriRam General Insurance Company Ltd

Puducherry, Puducherry - Email me on Indeed: [indeed.com/r/Pakalavan-M/6539e8b25dd1f40c](https://www.indeed.com/r/Pakalavan-M/6539e8b25dd1f40c)

Results-orientated accounting professional with over 5 years of experience in a deadline-driven environment. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability.

- * Detail-oriented, efficient and organized professional with extensive experience in accounting systems
- * Possess strong analytical and problem solving skills with the ability to make well thought out decisions
- * Excellent written and verbal communication skills
- * Highly trustworthy, discreet and ethical
- * Resourceful in the completion of projects and Effective at Multi-tasking

WORK EXPERIENCE

Accounts Executive

ShriRam General Insurance Company Ltd - March 2014 to Present

Responsibilities

- * Finalize the day's balance and prepare & print management reports
- * Investigate & reconcile discrepancies when they occur
- * Preparing and analyzing accounting records and financial statement reports
- * Analyze business operations, trends, costs, revenues, financial commitments and obligations to project future revenues and expenses or to provide advice
- * Assigning entries to proper accounts
- * Preparing periodic reports to compare budgeted costs to actual cost
- * Handling ledger accounts and keeping the check for any invoices or payments
- * Valuation of company assets & liabilities
- * Responsible for maintaining accounting ledgers & performed account reconciliation
- * To process accounting transactions
- * Handled customer inquiries, researched problems and developed solutions
- * Evaluating the value of vehicles
- * OD claims undertaking & ensuring settlement to customers

Knowledge of SAP

- * Cash voucher posting in SAP
- * Journal voucher posting in SAP
- * Bank Reconciliation in SAP
- * Invoice Booking in SAP
- * TDS deduction on payment or Invoice Booking

Audit Executive

Kannan & Alamelu Audit Firm - August 2011 to March 2014

Responsibilities

- * Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements
- * Preparation and filing of VAT return, IT return, Service tax return, TDS return, EPF return

- * Maintaining books of accounts, Bank Reconciliation Statement, Debtor, Creditor reconciliation statement, TDS deduction deposit and preparation return
- * Performed internal, concurrent & statutory audit
- * Preparation & Maintenance of Balance sheet
- * Income Tax audit
- * Filing of ROC

EDUCATION

HSC in Commerce

VOC Govt. Higher Secondary School - Puducherry, Puducherry
2005 to 2007

CMA in Cost and Management Accountant

Apollo Arts and Science College - Chennai, Tamil Nadu
2007

SKILLS

Accounting, bank book, insurance, cash book, tally.erp9 (5 years)

CERTIFICATIONS/LICENSES

GAP (Genesis Accounting Professional)

ADDITIONAL INFORMATION

Professional Skills

- * Financial Management
- * Capital Budgeting
- * Cost Accounting
- * Audit Operations
- * Strong Computation Skills
- * Multi Tasking Ability
- * Capable of Team work
- * Expertise in Reviewing, Preparing and Automating Monthly, Quarterly and Annual Financial reports
- * Experience of handling General Ledgers, Accounts payable, Receivable, Sales, Billings, etc.

Technical skill

- * Certified & Experienced in working with Tally. ERP 9
- * Well versed with Ms Office
- * Internet savvy

Personality Traits

- * Strong Analytical & Problem solving skills
- * Ability to work in Team as well as Individually
- * Positive Thinking & Hardworking
- * Highly Trustworthy