

RAJMOHAN. G

S/o Gunasekaran. E

51, Pillaiyar Kovil Street, Karaikalmedu, Thalatheru (P.O),

Karaikal, Puducherry. Pin code : 609 605

Mobile: +91 9787708160, Email: rajmohan.siffs@gmail.com

Accounts Manager

Nagai District Fishermen Sangam's Federation (NDFS)

**PROFESSIONAL STRENGTHS**

- Notable interpersonal skills; capacity to relate to all levels of management, staff and customers.
- Recognized for outstanding work ethic, integrity, thoroughness and commitment to achieve goals.

KEY RESPONSIBILITIES

- Writing up of book and finalization of accounts of Trading and Nonprofit Organization.
- Preparation and Maintenance of various registers like Purchase Register, Sales Register, Journal Register, Debit Note Register, Credit Note Register, Stock Register, Payment Register, Demand Collection Balance(DCB)registers, etc.
- Preparation of various Accounting Reports like Income & Expenditure Statements, Bank Reconciliation Statement, Balance sheet, etc.
- Preparation and filing of Vat Return, Income Tax Return, Service Tax Return, TDS Return, EPF Return (Theoretical knowledge).
- Other relevant Accounting works and Payroll for excel format.

CAREER PROGRESSION

South Indian Federation of Fishermen Societies (SIFFS)

2006 to 2010

Programme Officer (Office and Field Operations)

- Monitoring the Fish Marketing Societies activities at Village level, involving the development of Fishermen livelihood.
- Monitoring and reporting Micro Finance activities at Societies Level.

EDUCATIONAL QUALIFICATION

- **Graduation (B.Com,)** in Commerce , from Arignar Anna Govt. Arts and Science College, Karaikal (Pondicherry University, Puducherry). (1999 -02)
- **HSC** from Government Higher Secondary School, Karaikal.(1996-08)
- **SSLC** from Rm.A.S.Pakkirisamy Pillai High School, Karaikalmedu.(1995-06)

COMPUTER SKILL

- Email and Internet operations.
- MS-Office 2003,2007 Professional/XP Professional
- Working in Tally ERP 9

HABIBIES

- Reading books
- Playing Cricket

LANGUAGE PROFICIENCY

Read : Tamil and English
Write : Tamil and English
Speak : Tamil and English

PERSONAL PROFILE

Permanent Address	:	51, Pillaiyar Kovil Streets, Karaikalmedu, Thalatheru (P.O), Karaikal, Puducherry, India, Pin code - 609605.
Phone	:	+91 9787708160
Email	:	rajmohan.siffs@gmail.com
Passport Number	:	N1699137
Date of Birth	:	12/06/1981
Age	:	35
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Married

Thanking You

Yours truly,



(Rajmohan. G)