

# RESUME

## Mr.Santhanapandian N

S/o: M.Nagaraj  
SanjayGandhiStreet  
ThamaraiKulam,  
Periyakulam,  
Theni-625605.  
Mob: 8220022643

### KEY SKILL:

Work with the best of my knowledge and abilities for the fulfillment of job entrusted in time. Special interest to take challenging and responsible works, know or unknown the matter at the entire satisfaction of management. Skill attitude and put to an effective use my analytical abilities and professional compete in the area of accounting, taxation and auditing so as to alin self-development with organizational development.

### ACADEMIC QUALIFICATION:

Level	Board/Institution/University	Year Of passing	% of Marks
M.Com. CA.,	Vivekananda College- Madurai	June 2014	69%
B.Com E.Com.,	GTN Arts College -Dindugul	June 2012	60%
HSC	Government Higher Secondary School.Vadugapatti Theni District (State Board)	March 2008	60%
S.S.L.C	Secondary School.Thamaraikulam District ( State Board)	May 2006	50%

### JOB EXPERIENCE:

Position	State /Nation	
Assistant Accounts Manager	payAgri Innovations Pvt Ltd-Theni	2024- Still Date
Senior Accounts Officer	TK Srinivasan & Co Theni - ATK Groups	2020 - 2024
Senior Accounts Executive	Monarch Industrial Products I Pvt Ltd, -Theni	2019-2020
Accounts Associate	Aparajitha Corporate Services Pvt Ltd- Madurai	2015-2018

## **1. payAgri Innovations Pvt Ltd -Theni**

### **Job Profile: Assistant Accounts Manager (2024-Still Date) – Reporting to MD**

- Accounts receivable and Payable Outstanding Statement Monthly Ageing Wise Report
- Banking related activities and preparing monthly accounts reconciliations ( BRS)
- Facilities complete monthly closing of the Books ( P&L, Trial balance & BS)
- Preparation of Final accounting statements –Monthly, & Yearly
- **GST** ( Goods Service tax) returns filing monthly basis. GSTR1& GSTR3B GSTR9
- Preparing day to day Petty Cash statement and Cash maintenance
- Payroll Salary & Wages Verification during salary Statement processing
- Prepare Stock Statement Monthly & Yearly
- Prepare Internal Audit Report Accounting Book Keeping Process
- Prepare the Cash Flow& Fund Flow Monthly Working Capital Process.
- **TDS** preparation and payment of monthly, as well as quarterly /Annual returns Reconciliation
- Prepare MIS Sheet Management Report Annual Sales & Chart Basics.
- Prepare Monthly Profit & Loss statement Management Report.
- Prepare the Bank Statement Loan Account & Interest Calculation Process.
- Prepare Debt Profile and Liquidity Management Report
- Prepare the Quarterly Wise Profit and Loss & TDS Auditing Purpose.

## **2. TKSRINIVASAN & CO – THENI ATK GROUPS**

### **Job Profile: Senior Accounts Office (2020-2024) – Reporting to MD**

- Accounts receivable and Payable Outstanding Statement Monthly Report.
- Banking related activities and preparing monthly accounts reconciliations ( BRS)
- Facilities complete monthly closing of the Books ( P&L, Trial balance & BS)
- Preparation of Final accounting statements –Monthly, & Yearly
- **GST** ( Goods Service tax) returns filing monthly basis. GSTR1& GSTR3B
- Preparing day to day Petty Cash statement and Cash maintenance
- Payroll Salary & Wages Verification during salary Statement processing
- Prepare Stock Statement New Ginning Factory Report Cotton , Seed & Kappa's
- Prepare Internal Audit Report Accounting Book Keeping Process
- Cost Accounting & Net working capital Process.
- **TDS** preparation and payment of monthly, as well as quarterly /Annual returns
- Prepare the Bank Statement Loan Account & Interest Calculation Process.
- Prepare the Tally Inventory Stock Statement Day to Day & Overall Monthly Basic
- Prepare The Cash Flow & Fund Flow day to day Payment Plan Process.

### **3 . Monarch Industrial Products I Pvt Ltd.**

Monarch is an Indian company, based in Theni, Tamilnadu state manufacturing and servicing 500+ Complete range of constructions and maintenance end to end Cost Saving Solutions.

We are in the Business of Repair, Maintenance, Protection & Improvement of old & new assets in Buildings, Civil Infrastructure, Machinery, Equipment, Utilities and Structural.

#### **Job Profile: Senior Accounts Executive (2019 -20) – Reporting to MD**

- Accounts receivable and Payable & timely follow –up
- Banking related activities and preparing monthly accounts reconciliations ( BRS)
- Facilities complete monthly closing of the Books ( P&L, Trial balance & BS)
- Preparation of Final accounting statements –Monthly, Quarterly & Yearly
- EPF & ESIC Preparation and payment of Monthly & Upload File.
- Preparation Renewal Document , Bank Guarantee, NSIC
- **GST** ( Goods Service tax) returns filing monthly basis.
- Checking Monthly Stocks, Preparation of Issue sheets in Co-Ordination with Stores
- Preparing day to day Cash statement and Cash maintenance
- Salary & Wages Verification during salary Statement processing
- **TDS** preparation and payment of monthly, as well as quarterly /Annual returns

#### **4. Aparajitha Corporate Services Pvt Ltd - Madurai**

Aparajitha Corporate Service Limited's (Aparajitha) Philosophy is to be a professional organization and we aim to be one of the most respected companies, delivering superior and sustainable value with a commitment to its stakeholders to conduct business in an economically, socially and environmentally sustainable manner that is transparent and ethical.

We are following services Consultation and Audit, Establishment Compliance, Factory Compliance, Mines Compliance, Contract Labour Compliance, Payroll Compliance, Industrial Licensing, Flexi Staffing & Payroll.

##### **Job Profile: Accounts Associate (2015-18) Reporting To Team Leader**

- Branch of all farms accounts maintain individually
- Banking relative activities and prepare monthly accounts reconciliations (BRS)
- Facilities and Complete monthly close procedure
- Compile the monetary tractions of the organization and make entries in general ledger under the relevant account head.
- Coordinate with Senior for filling of Income tax returns
- Income & Expense -Accounts statements monthly submitted to regional Office
- Following ups Accounts receivable & Accounts payable
- Balances and reconciles assets and liability accounts to the general Ledger
- Responsible for bill verification and Payment to Vendors

**SKILLS:**Skills in Accounting Software:

- Tally ERP 9.0 & Tally Prime
- SAP Business One ( Version 9.0)

**AREA OF INTEREST:**

- Finalization of Accounts- Auditing
- Income Tax Salary E Filing, TDS Prepare
- NSIC & Bank Guarantee Loan Document Process.

**PERSONAL QUALITIES:**

- Good Team Player
- Good Planning and prioritizing skills manage a varied and Pressurized workload

**LANGUAGE KNOWS:**

- Tamil, English ,

**PERSONAL DETAILS:**

Date of Birth : 07 May 1990  
Material Status : Married  
Address : S/o: M.Nagaraj,  
8-5/7 Sanjay Gandhi Street,  
Thamaraikulam(P O ),  
Periyakulam (TK ),  
Theni District Tamilnadu

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**Declaration**

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

Place:  
Date :

Yours Sincerely

***(N.SanthanaPandian)***