

TAMIL SELVAN V

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[Linkedin](#)

EDUCATION

Madurai Kamaraj University

Bachelor of Commerce – B.com (CA) (CGPA : 81%)

Relevant Coursework ; Accounts and Computer application.

June 2019– April 2022

Dindigul, Tamil Nadu

WORK EXPERIENCE

DCI TECHNOLOGIES INTERN | [LINK](#)

Junior Eup-Developer

May 2022 – June 2023

Dindigul, Tamil Nadu

- Assisted in the creation and conversion of digital books and documents to EPUB format, focusing on clean code and accessibility.
- Reviewed and tested EPUB files for compliance with industry standards and best practices, making necessary adjustments for optimal performance.
- Integrated EUP solutions with backend APIs, Excel files, and databases.

RELIANCE DIGITAL RETAIL | [LINK](#)

Accounts Payable-Commercial

March 2024 – Feb 2025

Coimbatore, Tamil nadu

- Processed and verified invoices, purchase orders, and payment requests with high accuracy.
- Reconciled account statements and resolved discrepancies with vendors and internal teams.
- Maintained accurate records of transactions and supported monthly and year-end closing processes.
- Ensured compliance with GST and TDS regulations in all payable transactions.
- Utilized SAP / ERP systems for data entry, invoice processing, and reporting.
- Assisted in audits by providing required documents and clarifications.
- Coordinated with procurement and finance teams to streamline invoice approval workflows.

PROJECTS

WEBSITE FOR MUSHROOM COMPANY | *Php,html,css,javascript*

January – 2022

- Built with HTML, CSS, and JavaScript to ensure the website works smoothly on all devices (mobile, tablet, desktop).
- Used PHP to process contact forms and manage product listings dynamically, improving user interaction and backend efficiency.

SALES DASHBOARD | *Build Using Ms Excel,Word,Powerpoint*

October – 2023

- Clean and structure raw sales data (e.g., dates, products, regions, sales reps, revenue).
- Formulas: Use SUMIFS, COUNTIFS, IF, VLOOKUP/HLOOKUP, INDEX-MATCH for calculations.
- Test all calculations for accuracy.

CERTIFICATES

TALLY ERP / SAP LOGON

October – 2021

- *Real-Time Reporting* – Instant access to financial reports like balance sheets and GST returns.
- *Enterprise-Level Access* – Secure login to SAP systems for managing business operations.

TCS MASTER DATA MANAGEMENT

February -2025

- Enhances data accuracy, removes duplicates, and ensures regulatory compliance through validation and cleansing.

SUPPLY CHAIN OPERATIONS

April – 2025

- Efficient coordination of resources, processes, and logistics to deliver products from suppliers to customers on time and at optimal cost.

SKILLS SUMMARY

- **Languages** : PHP, HTML, CSS, JAVA Script.
- **Tools** : ERP Tally, SAP Logon, Ms Excel , MS Word , Ms power Point.
- **Platforms** : Purchase Order, Invoice Processing , Vendor Reconciliation ,Billing & Invoicing , Procurement and Finance functions.
- **Soft Skills** : Adaptability, Team work , Creativity ,Time management , People Management, communication.