

S. JAYALAKSHMI
☎: 7540010380
✉ jayathosith@gmail.com

PROFILE:

- ❖ Having 16 Years of experience in Accounts and Office Administration.
- ❖ Hands on Experience in manufacturing unit & Civil Construction field.

SKILL SET:

- Payroll
- T.D.S & T.C.S
- GST
- Income Tax finalization & coordinate with Auditor.
- EPF-Full & Final Settlement.
- Hands on experience in Tally/Tally Prime /ERP Software
- MS office.

STRENGTH:

- Innovative & Quick in adapting to any situation

ACADEMIC QUALIFICATION:

Degree	Name of University	Year of Passing
BBA	Annamalai University	2003-2005
+2	Bharat Matriculation H.S.S. coimbatore	2003

WORK EXPERIENCE SUMMARY:

Company	Role	Period
Sun Engineering (Pump spares Mfg Company) Coimbatore	Accountant	September 2005-2017
Sri Sivaram & Co (Gov Civil Contractor) Gobichettipalayam	Accounts Manager	July 2017 - present

Role 1**Responsibilities - Sun Engineering - Coimbatore**

- Reporting to Management regarding financial status and various reports on weekly and monthly basis.
- Interacting with Head Office related to various settlements of bill pertaining to vendors.
- Well versed with Accounts Payable process and able to control
- Well versed with Income tax & Gst activities.
- Hands on experience in Tally/Tally Prime /ERP Software
- Sending periodic reports to the Management.
- Interpretation on certain level of activity to maintain higher level of efficiency.
- Monitoring of Daily fund position and planning funds accordingly and reporting to Management.
- Coordination with Internal Auditors for Audit. Involved in finalization of Accounts with Audit personnel.
- Preparation of pay roll and reconciliation of bank account.
- Coordinate and Supporting to Inspection reports.
- Checked out the EPF statement and payment.
- Monthly GST Filling & TDS Filling
- Purchase Department (Raw Material Purchase)
- Supervising a team of accountants and monitor all finance activities of the production units.
- Stock Maintain in Excel &Tally

- **Role 2**

- **Responsibilities - Sri Sivaram & Co – Gobichettipalayam**

- Reporting to Management regarding financial status and various reports on weekly and monthly basis.
 - Sending periodic reports to the Management.
 - Interpretation on certain level of activity to maintain higher level of efficiency.
 - Monitoring of Daily fund position and planning funds accordingly and reporting to Management.
 - Coordination with Internal Auditors for Audit. Involved in finalization of Accounts with Audit personnel.
 - Preparation of pay roll and reconciliation of bank account.
 - Monthly GST Filling & TDS Filling
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- Purchase Department (Material Purchase)
- Monitoring transactions, identifying irregularities in invoices, monitor bank deposits and payments, etc.
- Tender Documents Preparation (Online E-tender) for Civil Works (All Departments)
- Hire & Labour charges maintaining.
- Bank related works (Bank Proposals, External Ratings, BG, LC) and preparing Monthly Stock Statements.

PERSONAL DETAILS:

Name : Jayalakshmi S
Marital Status : Married
Date of birth : 28-09-1984
Language Known : English, Tamil
Nationality : Indian
Address : Gobichetipalayam.

DECLARATION

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

Date:
Place:

S. Jayalakshmi