

RESUME

SANGEETHA N

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CAREER OBJECTIVES:

To work in a progressive and challenging environment which provides an opportunity to utilize financial & analytical skills possessed by me for the growth of the organization and at the same time leads to enhancement of my professional skills.

CAREER AND EXPERIENCE:

- Underwent Articleship training at **I P R S AND COMPANY** for a period of 3 years from 02-12-2019 to 15-02-2023 as per the norms of the Chartered Accountancy Course.
- Underwent Job as Executive – Audit at **I P R S AND COMPANY** for a period of 1 year from 16-02-2023 to 29-02-2024 . In this process acquired exposure in the following areas:

AUDIT

- Taking a part of lead Statutory audit teams in carrying out statutory audits of Private Limited Companies.
- Underwent a Stock Audit of an Electric Bike vehicle.
- Underwent Fixed Asset Verification in an IT Company.

TAXATION

- Preparing the statements of total income for clients, together with tax computation and preparing tax returns.
- Tax planning for Individuals.
- Computation of Advance tax and Payments.
- Registration and return filing – Goods and Service Tax.
- Filing of TDS Returns.
- Carried out GST Audit.

MAINTAINING BOOKS OF ACCOUNTS

- Preparing & maintaining statutory books of accounts viz, journal, ledger, cash book.
- Inter Company Reconciliation
- Bank Reconciliation
- Preparation of Financial Statement and Cash flow Statements.

OTHERS

- Carried on Incorporation s of Private Limited companies and LLP.
- Carried out on MCA Compliances.
- Carried on project under Book keeping for a overseas company such as UAE (Dubai).
- Undergoing job as **Finance Executive** at **EMERALD PARKING YARD** currently with effect from 01-03-2024 and the duties and responsibilities carried over here is :
 - Preparing Financial statement.
 - Drafting Invoices.
 - Overseeing the daily transactions of Incomes and Expenditures.
 - Updating financial records up to date on daily basis.
 - Filing of TDS Returns and GST Returns.
 - MCA Compliances.
 - Drafting Contract agreements.

STRENGTHS:

- Well versed knowledge in Accounting and Auditing.
- Ability to carry on responsibility.
- Adaptable to different culture.
- Good team player.
- Flexible to work under pressure whenever required.
- Ability to interact and deal with people.

EDUCATION:**ACADEMIC QUALIFICATIONS:**

S.No	Course	Name of the Institution	Year of Passing	Percentage (%)
1	Bachelor of Commerce	Valliammal college for womens	2018	80%
2	H.S.C (12th)	Jaigopal Garodia Matriculation Higher Secondary School	2015	90%
3	S.S.L.C (10th)	St. Moses Matriculation School	2013	92.6%

AREAS OF INTEREST:

- ❖ Teaching.
- ❖ Music.

AWARDS/ACHIEVEMENTS:

- Merit certificate earned for clearing the Accountancy Proficiency test conducted by Bharadwaj Institute.

TECHNICAL KNOWLEDGE:

- ✓ MS Office – Word, Excel Spreadsheet, PowerPoint
- ✓ Tally ERP 9
- ✓ Quickbooks
- ✓ ZOHO

PERSONAL DETAILS:

Name : Sangeetha Nagarajan
Father's Name : Mr. R Nagarajan
Mother's Name : Mrs. N Jayanthi
Date of Birth : 19/12/1996
Marital Status : Single
Address : No. 9/63, Rammoorthy colony, 2nd Street,
Thiru vi ka Nagar, Chennai – 600082

Languages Known :

- Tamil
- English
- Telugu

PLACE : Chennai

DATE : 11/05/2024

(Sangeetha N)