

SUBRAMANIAN A

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61A Bryant Nagar 1st Street West
Tuticorin - 628008.



OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EDUCATION

2011 to 2012	C. M. Hr. Sec. School, Tuticorin SSLC II Grade / 347 / 69%
2013 to 2014	C. M. Hr. Sec. School, Tuticorin HSC II Grade 823 / 68%
2014 to 2017	Manonmaniam Sundaranar university, Tuticorin B. Com II Grade / 58%

EXPERIENCE

15/10/2017 - 29/02/2020	Kondiya Fresh Foods Accounts Assistant My Nature of Work : * To maintain cash and petty cash report every day. * To maintain production note and consumption of stock details.
24/08/2020 - 31/01/2023	Abt Industries Ltd Accounts Assistant My Nature of Work : * To maintain cash and petty cash report every day. * Daily service collection amount deposit to bank. * To reconcile the bank statement every month. * Daily expenses entry in tally and expenses write in cash book. * To maintain stock details * TDS section wise deducted prepared in excel sheet for every month. * GST return filing in portal for every month. * ESI filing in every month and salary entry in tally book.
20Mar2023 - 31Mar2024	Dhanalakshmi and company, TAG Accounts Executive My Nature of Work : * To enter all day to day entries and finalize complete accounts through tally. * Purchase and sale invoice enter in tally. * To reconcile the bank accounts, branch accounts and parties account and asking parties confirmation balance statement. * To submit trial balance. Profit & loss account and balance sheet report for every month to concerned person. * To maintain vehicle and spare parts stock details. * E-Invoices generated in every month. * To file online GST return for every month. * To file TDS for every month. * To maintain creditors ledger and make the payment bill wise reconcile the parties ledger for every month. * To maintain debtors ledger and receive the payment bill wise reconcile the parties ledger for every month.

SKILLS

- *Accounts *Team co-ordination *Problem solving *Decision making
- *Tally ERP 9 *Tally prime 3.0 * MS office (Excel & Word)

LANGUAGES

- *Read : Tamil, English *Write : Tamil, English

PERSONAL DETAILS

- Date of Birth : 23/08/1997
- Marital Status : Unmarried
- Nationality : Indian 
- Religion : Hindu
- Gender : Male
- Place : Tuticorin

DECLARATION

- I hereby declare that the information furnished above is true to the best of my knowledge.