

# KALA RANJANI P

NO 33 Eswaran Kovil Street Madhavaram Chennai 600060

Mobile No: 7338811308

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## **Summary**

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Motivated cashier who is highly energetic, outgoing and detail-oriented. Handles multiple responsibilities simultaneously while providing exceptional customer service. Quickly learns and masters new concepts and skills. Passionate about ensuring customers leave shop with a positive experience.

## **Work Experience**

**ACCOUNTS EXECUTIVE** – 10/05/2019 to 31/12/203

### **SIDCORPTECH LLP MOUNT ROAD CHENNAI**

- Accounting day to day transaction in Tally ERP and Zoho
- Reconciling debtors' creditors bank statement at the month end
- Vendor and customer reconciliation
- Preparation of outstanding report as required by management
- Preparation of sales and purchase report for GST filling
- Generating E- invoice and send them to respective clients
- Calculating TDS and preparing a quarterly report for filling TDS
- Preparing monthly profit and loss balance sheet
- Payment process to particular vendors
- Preparation of monthly MIS as required by management
- Maintaining petty cash and it's data in petty cash ledger
- Preparing an outstanding list of debtors and making payment follow-ups

**ACCOUNTS EXECUTIVE** – 27/08/2024 to Current

### **FLASH BUILDING SOLUTION PVT LTD AMIJKARAI CHENNAI**

- Reconciled bank accounts on a monthly basis to ensure accuracy of records.
- Reviewed financial documents for accuracy prior to submission.
- Monitored credit limits for customers and maintained detailed records of payments received.
- Drove sales of company products and services by meeting with customers using strategic and organized approach.
- Prepared and submitted expense reports on behalf of team members.
- Managed customer accounts by providing accurate invoices and payment information.

## **Languages Known**

Tamil and English

## **Skills**

- Ms Office
- Typing
- Self-Motivated
- Hard Working
- Facilitation skills
- Coaching skills
- Planning
- Organization
- People management skill
- Tally ERP
- Time management
- Official GST online and offline tool
- Invoice processing
- Sales reporting
- Zoho accounting
- Vendor management

## **Education**

- St. ANNES ARTS AND SCIENCE COLLAGE B.com C.S (Jan 2019)
- MADRAS OPEN UNIVERSITY MBA Accounting & Finance (Jan 2022 )

## **Accomplishments**

- Best Employee of the year, 2023
- Best Employee of the Year in Attendance, 2019

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