

# CURRICULAM VITAE

VASANTHI.R  
Cell No.8680920327  
Mail id. rajvasanth06@gmail.com

No.11/216, Bharathidasan Salai,  
J.J.Nagar, Mogappair East,  
Chennai – 600037.

---

## **Objective :**

Seeking Assignments in Accounts & Finance / Inventory Management with a high growth oriented Organisation

## **Professional Synopsis :**

- Over 10 years of Experience in the areas of Accounts & Finance & Inventory
- Adept in Computerized Accounting Function
- Conversant in Accounts, R2R Process, Pay Roll Activities, GST Filing & Income Tax Proficient in managing supply chain functions with deftness in addressing operational issues, resolving performance bottlenecks and achieving desired objectives

## **Career Highlights :**

Worked in FinAccurate as a Senior Accountant from Feb ' 2017 to June ' 2021. FinAccurate is a Book Keeping firm based on US Accounting. Having high experience in Quick book online & Desktop Version, Sage & APLOS Accounting Software and Bill.com & Dropbox Invoice Processing Tools etc.

## **Responsibility :**

- \* Bank Transactions & Journal entry posting
- \* Knowledge of Pay Roll Activities
- \* Preparation of Bank Reconciliation Statement on weekly & monthly basis
- \* Preparation of AR and AP Reports
- \* Weekly Cash Flow report preparation
- \* Preparation of Vendor & Customer reconciliation report
- \* Invoice Processing & Customer cash application
- \* Budget preparation
- \* Monthly Financials report generation
- \* Form 1099 preparation

## **Past Experience :**

Worked in T.K.S.A.P. Trade Links from Dec ' 2010 to Jan ' 2017 as an Accountant. TKSAP Trade Links is the most leading Export company in India for Vegetables.

Worked in **Ambattur Clothing Limited** as an **Accounts Executive** from May ' 2007 to May ' 2010. ACL is the third largest apparel Export in India with the employee base over 9000 and has been graded as a Star Trading House.

Worked in **M/s.Chemico Dyes India Pvt Ltd.** as **Sales Tax Executive** from Mar 2003 to July 2006. The organization deals with Leather Chemicals.

## **Job Profile :**

- \* Maintaining the complete books of accounts & handling of All Bank activities
- \* Preparation of DCs and Invoices and other related documents and maintaining the Day Book, Stock Register, Cash & Bank Book and all Accounts Register
- \* Generating sales analysis report & outstanding statements for item wise and party wise
- \* The team has to work on the Bank Statements receipts and cheques receipts of the client for four different entities
- \* Identifying the customer a/c and allocating the receipts to the correct invoices. Sending daily reports to client and the management. Responding to client queries if any
- \* Preparing monthly Bank Reconciliation Statements
- \* Preparing of Weekly reports on Collection Forecast and Finance Planning and involving the Payroll Activities
- \* Generating periodical MIS Reports as required by the management
- \* Preparation of Monthly Returns filing GST, Central Excise and assisting for Monthly & Annual Audit
- \* Issuing TDS Certificates, Statutory Forms like Form XVII & 'C' Forms etc. Preparation of outstanding list for TDS Certificates and (Form XVII & 'C' Forms receivable) and follow up the same.
- \* Finalization of SalesTax & Income Tax Assessments

**Academic Qualification :**

Name of the Institute	Qualification	Year of Passing
University of Madras	B.Com	1999

**Other Qualification(s) / Certification(s) :**

- \* Data Preparation and Computer Software from AMG DEICHMANN ITI for as Period of one year
- \* Accounts Packages like Quick Books online & Desktop Version, Tally – ERP, Aplos and Invoice Processing Tools like Bill.com, Dropbox etc.

**Computer Skills ;**

Well versed in MS-OFFICE – Excel, Word, Emails & Internet

**Other Details :**

Marital Status : Married  
Nationality : Indian  
Religion : Hindu  
Languages Known : English, Tamil, Telugu & Hindi

**DECLARATION**

I hereby declare that all the particulars furnished above are true to the best of my knowledge

Place : Chennai

Date :

(R.VASANTHI)