

PUJANRAJAN S

Contact No: 9003641747

Email ID : pujanraj1747@gmail.com

OBJECTIVE:

To learn an function effectively in an organization and be able to delivery the bottom-line.To constantly upgrade my knowledge and skills and make difference in whatever I do.

ACADEMY PROFILE:

- 2014 B. Com (Discontinue)
From Manonmaniyam Sundaranar University.
- 2013 B.A (I Class)
From AMBAI ARTS COLLEGE, Ambasamudram affiliated to Manonmaniyam Sundaranar University.
- 2010 XII
From ThirthapathiHr, sec school, Ambasamudram and secured an II class.
- 2008 X
From ThirthapathiHr, sec school, Ambasamudram and secured an I class

SOFTWARE SKILLS:

- Ms. office(word, excel) & Computer knowledge
- Tally ERP (upto date updates and latest versions)
- Software Filing in Income Tax Return and TDS and GST
- Ikan (Finance related accounting software)

EXPERIENCE:

1. Edila Management Consultants Adyar Chennai, From July 2015 to August 2020.

Job profile:

- Senior Executive Officer
- Basic Accounting and petty cash handling.
- Private Limited Companies Internal audit & External audit.
- TDS, GST, EPF, ESI, payments made and Monthly & Quarterly returns filing work before Due date.
- IT returns filing work.
- Financials prepared Monthly, Quarterly, Half yearly, Yearly reports and (P&L & BS).
- Depreciation Working preparation.
- Stock handling and Stock Audit.
- Import and Export of goods and tax related workings.
- Foreign Exchange Gain & Loss Workings.
- Salary workings and Pay slip workings.
- MIS and DIR and Accounting and Finance related all excel workings preparation work.
- I have handled 15 above companies 5 manufacturing industries.
- MSM Microfinance Corporate office (Handled 20 Branches Accounts in all over india) for consultant basis.
- Admin and Accounts in Subway restaurant at Nungampakkam.
- Head accounts in Pizza hut at Anna nagar Corporate office.

2. Dhanalakshmi Chits Tirunelveli, from Feb 2014 to June 2015.

Job profile :

- Pettycash and Accounts and Daily and Weekly and Monthly Loan MIS report preparation Work.

PERSONAL PROFILE:

Name : PUJANRAJAN S
Date of birth : 05-04-1992
Father's name : Subiramaniyan K
Mother tongue : Tamil
Nationality : Indian
Marital status : Un Married
Languages known : Tamil and English
Address of
Communication : 9/188, South Street, Gowthamapuri,
Bramadesam(po), Ambasamudram,
Tirunelveli-Dt

Email ID : pujanraj1747@gmail.com
Contact No : 9003641747

LEISURE INTEREST:

- Playing on games
- Drawing
- Reading Books

DECLARATION:

I do here by declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

PLACE: Ambasamudram

your's truly

DATE :

(PUJANRAJAN S)