

JEYARAJ V

Mobile : 9787178525

Email ID : Jeyarajampt@gmail.com

Career Objective

Seeking a position as an Accountant where extensive experience will be further developed

And utilized

Skill

Good Knowledge On the Job Training

Good Communication Skills And Interpersonal Skills

Self- Driven, Self – Motivated With independent Thinking And High Level Of Curiosity

Type Writing

M S Office

Tally ERP 9

Tally Prime

Area of Interest:

Production

Income Tax Office

Research And Development,

Quality Control,

Automobile Field,

Work Experience

 Hindustan Coca Cola Pvt Ltd Coimbatore

Designation : Checker

Period : Sep 2015 - Jan 2016

Roles and Responsibilities

Maintenance Overall Company Stock

Sree Meenakshi And Co Coimbatore

Designation : Accountant

Period : April 2016 to January 2021

Roles and Responsibilities

Accountant

➤ **Sivamurugan Oil Traders Coimbatore**

Designation : Accountant

Period : March 2021 to Till to Date

Roles and Responsibilities

Accountant

Ledgers & Customers Accounts:

Processing Invoices With Corresponding,
Dealing With Supplier Enquiries, Keeping Customers Account,
Reconciling Monthly Supplier Statement and Issue Of Payment,
Recording Journal Entries Purchase A/C, Sales A/C, Expense A/C,
Bank Reconciliation Statement, Checking Recorded and Banked Remittances From Customer.
Payroll

Key Skills:

Month,Quarter & Year - End Close
Accounts Receivable/Accounts Payable
Billing
Collection
TCS Monthly Payment,
GST Monthly Filing
Keeping Accounts of Customers Account (Debtors)
Keeping Accounts of Suppliers Account (Creditors)
Bank Reconciliation Statement (Banking)
Computers: (MS Office, Excel, Word) Internet
Following The cash book
Zoho Books in Online Entry

Academics

Course	Institution	Year Of Completion	Marks %
B.com	Vivekananda College In Madurai	2015	67
XII	St.Aloysius B.H.S School In Theni	2012	77.75
X	Govt Higher Secondary School In Theni	2010	64.6

Interest And Hobbies

Bike Riding
Listening To Music
Playing And Watching Cricket

Extra-Curricular Activities:

Advanced Yoga & Mediation

Personal Performa

Name : Jeyaraj V
Father's Name : Vijaya Gurunathan
D.O.B : 30.05.1995
Nationality : India
Passport Number : R4730097
Address : S/O Vijaya Gurunathan,
U.Ammapatti – 625 533
Theni (Dist), Tamil Nadu (State).India
Language Ability : Tamil, English,

Declaration

I hereby Declare That The Above Furnished Information IS True And Acknowledged in my
Consciousness

Coimbatore

Jeyaraj