

Name :- PUJANRAJAN S
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CURRICULUM VITAE

CAREER OBJECTIVE

- To pursue a dynamic and challenging career with an organization of repute, which gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

EDUCATIONAL QUALIFICATION

➤ **PROFESSIONAL:**

Examination	Board / University	Year of Passing	Marks Obtained
B.Com	Manonmaniyam Sundaranar University	2015	Discontinue
B.A (Eco)	Ambai Arts College	2013	75%
Higher Secondary	Thirthapathi Higher Secondary School	2010	63%
Matriculation	Thirthapathi Higher Secondary School	2008	72%

PROFESSIONAL EXPERIENCE

Completed 5 Years Senior Executive Audit and Accounts with Edila Management Consultants,
Chennai Adyar.

WORKING PERIOD:

O2nd July, 2015 to 31 August, 2020.

During my tenure of working I have gained exposure in following areas: -

Finance & Accounts

- Senior Executive Audit and Accounts
- Basic Accounting and petty cash handling.
- Private Limited Companies Internal audit & External audit.
- TDS, GST, EPF, ESI, PT 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.

Taxation

Income Tax Return preparation for individuals, Firms and Companies.

Preparation of TDS Returns.

Preparation of GST Returns.

TECHNICAL SKILLS

- Proficient in MS Office (MS Word, MS Excel, MS PowerPoint and Internet Applications)
- Proficient in Tally ERP-9
- Proficient in Winman Software filing in Income Tax return and TDS and GST returns
- Proficient in All Accounts Software Used

EXTRA CURRICULAR ACTIVITIES

- Participated in Sports activities in School and college.

HOBBIES

- My hobbies are reading, travelling to new places and Dancing and Drawing.

LANGUAGE PROFICIENCY

- Tamil / English,

PERSONAL INFORMATION

Father's Name : Pujanrajan S
Date of Birth : 05 / 04 / 1991
Marital Status : Unmarried
Permanent Address : No: 9/188, South Street, Gowthamapuri,
Bramadasam (Po), Ambasamudram(Tk)
Tirunelveli – 627413 Tamilnadu

Place : Ambasamudram

Date :

(Pujanrajan S)