

ACCOUNTS PROFESSIONAL

S. Nandhakumar

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Enthusiastic, goal-oriented, professionally qualified, over 17 years' experience in Indian accounting & in administration. I am proficient in SAP, Tally and advanced Excel, and regularly prepare and review Profit & Loss accounts, Balance Sheets, and various MIS reports for management. I also take care of TDS, EPF and ESI working and returns, ensuring payments and filings are done correctly and on time as per statutory requirements.

ACADEMIC CHRONICLE:

- **B.Ed** : Amman College of Education . - Trichy
- **M.Com** : Tamil University. - Tanjore
- **B.Com.** : AVC College of Arts & Science - Mayiladuthurai

S.No	Employer	Total	Designation
1	Kavin Tax Consultancy	Sep 2025 to till now	Accounts Manager
2	CK Group of Institutions	May 2017 to Aug 2025	Accounts Officer
3	Lanxin Infratech Pvt Ltd	Dec 2012 to Apr 2017	Accounts Manager
4	Bestai Precast Buildings Ltd	Dec 2010 to Nov 2012	Accounts Manager
5	Indialand Tech Park P Ltd	July 2009 to Nov 2010	Jr.Acc.Executive
6	Suryanarayanan Associate	Aug 2008 to June 2009	Audit Asst
	Total Experience	17 Years	

AREA OF EXPERTISE & EXPOSURE:

Kavin Tax Consultancy :

- GST Registration & GST Filing
- Income tax Computation and Income tax filling
- TDS Returns Filing
- Payroll, EPF & ESI Workings and Filing
- Internal Audit.

CK Group of Companies:

- **Awarded: Best Employee of the Year 2023-24** for improving month-end accuracy and supporting audits independently.
- Expertise in Tally & SAP B1 and MS Office
- Manage Invoice Booking 3 Way Matching PO, GRN and Invoice Booking
- Prepared annual budget, forecasting revenues/expenses; achieved accuracy through monthly variance tracking.
- Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliation and journal entries.
- MIS Report, BRS, Cash flow Report

- Assets Invoice Booking with Proper documents, maintained the all documents.
- Preparation of P & L Account, Balance Sheet, Depreciation Statements.
- Coordinated with banks for loan documentation, limits renewal, Bank OD.
- Ageing Report review on weekly basis and process the vendor payment processing.
- Vendor advance payment process and follow-up close the advance
- AP/AR Customer reconciliation on monthly basis

Lanxin Infratech Pvt Ltd:

- AP/AR Process as per company standard operating procedure.
- Prepare Vendor Invoice, and Verified invoice details against PO
- Assets Invoice Booking with Proper documents, maintained the all documents.
- Preparation of P & L Account, Balance Sheet, Depreciation Statements.
- Vendor & Customer Reconciliation Statement Prepare & get confirmation.
- Responsible for the accounting activities compliance with statutory compliance.
- Work with internal and external auditors during reviews and audits.
- Review and prepare annual auditing schedules and coordinate audit activities
- Prepare tax workings and return filling

Bestai Precast Buildings Ltd:

- Prepared production budgets from forecasted sales, tracked raw material inventory
- Managed AP/AR, monthly accruals, progress billings, and subcontractor invoices.
- Generated WIP reports, MIS Reports, BRS
- Central Excise, VAT, TDS Workings and Return filling, Payroll Management
- CMRL, L&T, Chennai Corporation Strom water Drainage Project Managing.

Indialand Tech Park Pvt Ltd:

- Work with SEZ Coimbatore
- Daily BRS Report
- Invoice, Payment Booking in Tally
- Invoice Verification, PRS, PO, GRN, Invoice

Suryanarayanan Associate:

- Tally Entry
- CUB & KMBF Bank Audit

PERSONAL DETAILS:

- Date of Birth : 10.09.1986
- Status : Married
- Address : No.29/13 Radhakrishnan Nagar, Manajakuppam
Cuddalore – 607001