

VISWANATHAN DORAISWAMY

No. 3, Ramakrishna Nagar, Koothapakkam,
Cuddalore – 607002
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Career Objective

To obtain a Senior Accountant position where my extensive experience in accounting, finance, compliance, and reporting can contribute to organizational growth and financial stability.

Professional Summary

Senior Accountant with over 9 years of experience in accounts, finance, operations, and statutory compliance. Proven expertise in GST, TDS, finalization of accounts, MIS reporting, audits, and financial controls. Adept at handling end-to-end accounting functions and supporting management with accurate financial insights.

Key Skills

- Finalization of Accounts & Financial Statements
- GST, TDS & Statutory Compliance
- Accounts Payable & Receivable
- MIS Reporting & Financial Analysis
- Bank Reconciliation & Fund Management
- Audit Coordination & Documentation
- Tally, Excel & Accounting Systems
- Strong analytical and organizational skills

Work Experience

GRK Theatres Pvt.Ltd

Senior Accountant | November 2015 – Till Date

- Handling complete books of accounts including day-to-day accounting activities
- Finalization of monthly and annual accounts
- Preparation and filing of GST returns and handling GST-related matters
- TDS computation, deduction, payment, and return filing

- Preparation of MIS reports for management review
- Bank reconciliation, cash flow management, and fund planning
- Coordination with auditors and support during statutory and internal audits
- Maintenance of master data and accounting controls in Tally
- Supporting operations and finance teams with accurate financial data
- Vendor Management

Education

MBA – Finance, University of Madras (2015)

B.B.M, St. Joseph College of Arts & Science, Cuddalore

Reference

Available on request.