

SENDHIL MURUGAN N

Senior Accounts Executive · US Staff Accountant · Audit & Finance Professional

📍 Puducherry – 605005, India • 📞 +91 8838988627 • ✉️ senthilviru@rediffmail.com

PROFESSIONAL SUMMARY

Detail-oriented accounting professional with 12+ years of progressive experience in general accounting, US bookkeeping, GST compliance, and audit coordination. Proven track record managing full-cycle accounts payable/receivable, statutory filings, RTR processes, and financial finalization across diverse industries. Proficient in SAP Ariba, Tally ERP 9, Zoho Books, and QuickBooks with hands-on experience supporting US clients via cloud-based accounting platforms.

CORE COMPETENCIES & SKILLS

- General Accounting & Bookkeeping | Accounts Payable & Receivable | Bank Reconciliation
- GST Filing (GSTR-1, GSTR-3B, GSTR-9) | TDS Compliance | Statutory Compliance
- US Accounting & Zoho Bookkeeping | Payroll Processing | Invoicing & Vendor Management
- Accounts Finalization & Year-End Closing | Internal & Statutory Audit Support
- Financial Reporting & MIS Preparation | Cash Flow Management | Inventory & Vendor Management
- RTR Process (Month-End Closing, Journal Entries, Reconciliations, Reporting) | Fixed Asset Accounting
- SAP Ariba | Tally ERP 9 | Zoho Books | QuickBooks (Certified) | MS Excel | Google Sheets

WORK EXPERIENCE

Daspac Inc

July 2021 – Present

Staff Accountant

- Manage US accounting operations including bookkeeping, payroll entry, invoicing, and vendor management using Zoho Books.
- Maintain client portal and perform inventory adjustments; ensure accurate and timely financial records.
- Prepare and reconcile accounts, ensuring compliance with US accounting standards and client-specific requirements.
- Perform RTR activities including journal postings, month-end closing, balance sheet reconciliations, and preparation of MIS reports.
- Prepare financial statements, cash flow reports, and variance analysis to support management decision-making.
- Coordinate audit activities and assist with audit documentation and reporting.

Commercial Executive

- Coordinated with vendors, customers, and auditors for timely settlements and reconciliations.
- Assisted in inventory control and cost management, reducing discrepancies by 15%.
- Supported management in preparing monthly MIS reports and tax filings.
- Supervised a team of 4 staff to streamline daily operations and improve workflow efficiency.
- Oversaw dispatch processes to ensure on-time order fulfillment.
- Handled cash inflows and maintained accurate financial records.
- Ensured proper documentation and adherence to internal controls.

Aesthetica & Artantiqua

Oct 2018 – Nov 2020

Accounts In Charge

- Handled end-to-end accounting operations including journal entries, reconciliations, payroll, and statutory compliance.
- Assisted in GST audit preparation and filed GSTR-1, GSTR-3B, and GSTR-9 returns.
- Monitored petty cash, daily banking operations, and vendor settlements.
- Improved accuracy of expense tracking, helping reduce audit queries by 60%.
- Prepared financial statements including Profit & Loss Account and Balance Sheet.
- Conducted variance analysis and supported management with financial insights and reporting.
- Assisted in month-end and year-end closing activities with proper schedules and workings.
- Prepared and submitted bank loan documentation including financial statements, CMA data, bank reconciliation statements, stock statements, and debtor/creditor ageing reports.
- Ensured timely submission of financial data to maintain good banking relationships.

Sangaranarayanane & Co (Chartered Accountants)

June 2013 – Aug 2018

Sr. Accounts & Audit Executive

- Finalized accounts and prepared audit reports for 50+ clients across multiple industries.
- Assisted clients in tax planning, GST/TDS filing, and financial restructuring.
- Prepared audit schedules, debtor/creditor reconciliations, and fixed asset registers.
- Supported partners in statutory audits by preparing detailed audit working papers.
- Executed comprehensive audit procedures across Cash/Bank, Sales, Purchase, Salary, Stock, and Journal vouching.
- Verified bank reconciliations, examined supporting documents, and ensured all payments adhered to statutory limits.
- Performed payroll audits: checked appointment records, salary computations, PF, TDS, and ESIC deductions.

EDUCATION**Master of Commerce (M.Com)****2017***Madras University***Bachelor of Commerce (B.Com)****2013**

CERTIFICATIONS & TECHNICAL PROFICIENCIES

- SAP Ariba – Client Sales Order Processing, Shipment Update, Invoicing & Tracking
- QuickBooks Certified
- Diploma in Accounting Software – Tally ERP 9
- Zoho Books – Cloud-based bookkeeping, payroll, and client portal management
- MS Office Suite: Word, Excel (Advanced); Google Sheets, Google Drive
- Typewriting – Lower Grade

PERSONAL INFORMATION

Date of Birth: 31st July 1993

Gender: Male

LANGUAGES

English (Professional Proficiency) ● **Tamil** (Native)