

Manikandan D

Senior Accounts Executive

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CAREER OBJECTIVES

To secure a challenging position in a reputable organization that values expertise and growth, enabling me to effectively apply my accounting knowledge and skills while contributing to organizational success and pursuing continuous professional and personal development.

WORK EXPERIENCE

Hema's Enterprises Pvt Ltd – (Dec'2023 to Present)

- Managing end-to-end accounts payable process including invoice verification, approvals and vendor payments.
 - Preparing and reconciling bank statements to ensure accuracy between bank records and internal accounts.
 - Handling vendor payments, ensuring timely processing and compliance with payment terms.
 - Managing statutory payments including EPF, ESIC, and professional tax, ensuring accuracy and regulatory compliance.
 - Executed GST and TDS online payments, ensuring timely compliance with applicable tax regulations.
 - Managing payroll processing for both internal employees and external companies using SAP Business One, ensuring accurate salary disbursement and tax compliance.
 - Maintained and recorded monthly expense provisions, supporting accurate financial reporting and audit compliance.
 - Managed accounts receivable – invoice generation, customer billing and timely payment collection.
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Maruti Arena – Vishnu Cars Pvt Ltd – (May'2023 to Dec'2023)

- Prepared and reconciled bank statements to ensure accuracy between bank records and internal accounts.
 - Handled day-to-day expense management including verification, classification and accounting of business expenses.
 - Executed vendor payments through online banking platforms, ensuring timely and accurate disbursements.
 - Performed inter-branch reconciliation to ensure accuracy and consistency of internal accounts.
 - Recorded day-to-day purchase and sales transaction in Tally with appropriate GST classifications.
 - Prepared GST workings for monthly returns.
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SP Enterprises – (Dec'2020 to Feb'2022)

- Processed monthly payroll for employees, ensuring accurate computation of salaries, statutory deductions and timely disbursement.
 - Managed EPF and ESIC registration for new employees and ensured timely online payments and filings as per government regulations.
 - Maintained and reconciled petty cash records, monitored daily expenses, and ensured proper documentation and approvals.
 - Handled vendor payments through online banking platforms, verified invoices, managed payment schedules, and maintained updated vendor records.
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Mahindra – Schangalaya Motors – (Jan'2019 to Sep'2020)

- Recorded day-to-day purchase and sales transaction in Tally with appropriate GST classifications.
 - Prepared and reconciled bank statements to ensure accuracy between bank records and internal accounts.
 - Maintained and reconciled petty cash records, monitored daily expenses.
 - Performed inter-branch reconciliation to ensure accuracy and consistency of internal accounts.
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EDUCATION QUALIFICATIONS

Master of Business Administration (MBA HR & Finance) – 2016 to 2018

CK College of Engineering and Technology, Cuddalore.

Bachelor of Commerce – 2013 to 2016

St. Joseph's College of Arts & Science, Cuddalore.

SOFTWARES

- Tally Erp9 & Prime
 - MS – Excel & Word
 - SAP B1
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LANGUAGES

Languages: Tamil & English