

Boopathy J

Chennai, India.

boopathy96j@gmail.com | +91 73585 95166

Seeking the position of Accounts/Finance Executive in a reputed organization, utilizing over four years of hands-on experience in accounting and finance, along with strong analytical and reporting skills, to support accurate financial management and business growth.

Professional Experience:

Indian Commerce and Industries Company Private Limited (ICI)

Aug 2021 – Present

Accounts Executive

- Preparation of accurate financial statement, including Profit & Loss Accounts, Balance Sheet and cash flow statement, in compliance with statutory requirements and internal policies.
- Handling GST compliance including preparation and filing of GSTR-1 and GSTR-3B, performing GST reconciliations (GSTR-2B) and also filing annual Returns for GSTR -9 which also includes GSTR-9C Reconciliations.
- Experienced in filing TDS returns (Form 24Q & 26Q) and ensuring timely payment compliance, with sound knowledge of TDS-related forms including Form 16 and Form 16A.
- Performing monthly and year-end inventory valuation using Weighted Average methods in compliance with AS-2, Prepared detailed inventory reports for financial statements, ensuring accuracy and reconciled physical stock with book records.
- Calculating annual depreciation using Written Down Value (WDV) method in compliance with Companies Act 2013 and Income Tax Act, Maintained and updated the Fixed Asset Register (FAR), ensuring accurate depreciation tracking and reporting
- Handling depreciation adjustments for asset sales, disposals, and revaluations
- Proficient in managing end-to-end accounting operations, including journal entries, ledger maintenance, and timely monthly, quarterly, and annual closings.
- Performed reconciliation of Accounts Receivable, Accounts Payable, and bank statements to ensure accuracy and resolve discrepancies.
- Assisting in audit preparation and coordinating with internal and external auditors by providing required financial data and documentation
- Performed vouching of sales and purchase invoices, ensuring proper sequence and completeness of supporting vouchers.

Key Skills:

- Tally ERP 9 (TALLY PRIME).
- MS Office (Excel Proficiency Level).

Education Qualification:

Name of the Institute	Course	Year	Percentage
DG Vaishnava College	Master of Commerce	06/18 - 05/20	75%
Annai Voilet College of Arts & Science	B.Com General	06/14 - 04/17	60%
Champalal Pagariya Hr Sec School	HSC	06/13 - 04/14	80%
Don Bosco Hr Sec School	SSLC	06/11 - 04/12	65%

Declaration:

I hereby assure you that all information's given above are best of my true knowledge.

(Boopathy J)