

Resume

Girija.S

Accounts Executive.

Email ID :girijasuban@gmail.com

Mobile : 6381216285

Place : Panruti,Cuddalore.

OBJECTIVE:

To pursue a career in a dynamic and stable workplace, where I can utilize my knowledge to solve challenges in a creative and effective manner and being a selfdisciplined resource person to the organization.

EXPERIENCE:

- **Accounts & Taxation Trainee**, TVS Sundram Fasteners Ltd. Chennai (2024 –2025)
- **Accounts Executive**, Regen Infrastructure and Services Pvt. Ltd. Chennai (2025 – Present)

ROLES & RESPONSIBILITIES:

SAP MM & SD Operations

- Create and manage Purchase Orders (PO) and Purchase Requisitions (PR) in SAP (MM).
- Perform GRN (Goods Receipt Note) accounting processes and ensure accurate material postings.
- Create and maintain material master codes in SAP.
- Generate Returnable and Non-Returnable Gate Passes in SAP (MM).
- Process E-way Bill generation through SAP MM.
- Initiate and manage Vendor Code creation requests.
- Create Customer Codes in SAP (SD).

Tally, GST & TDS

- Managed petty cash transactions and maintained accurate cash records.
- Preparation and filing of GST returns (GSTR-1, GSTR-3B, and annual returns).
- Reconciliation of GST data with books of accounts and purchase/sales registers.
- Verification and reconciliation of Input Tax Credit (ITC).
- Preparation and filing of quarterly TDS returns (Form 24Q, 26Q, and 27EQ).
- Calculation, deduction, and deposit of TDS as per Income Tax provisions.
- Generation and issuance of Form 16 and Form 16A through TRACES.
- Handling TDS correction statements and resolving filing errors.
- Coordinating with employees and vendors for PAN, GSTIN, and compliance-related documents.

EDUCATION:

Annamalai University (2022-2024)

- **Master of Commerce** (General) – Aggregate with 92%

Thiruvalluvar University (2019-2022)

- **Bachelor of Commerce** (General) – Aggregate with 93%

SKILLS:

- SAP MM
- SAP SD
- Tally Prime
- Microsoft Word
- Microsoft Excel (Proficient)
- Vendor management

CERTIFICATION COURSES:

- Type Writing (Junior Grade)
- Data Analyst

AREA OF INTEREST:

- Finance
- Accounts

PERSONAL DETAILS:

Name : Girija S

Father's Name : Sivasankar J

Date of Birth : 28.06.2002

Marital Status : Unmarried

Languages Known :Tamil,English

Hobby : Craft works,Art

Declaration

I hereby confirm that all the above mentioned details are true to the best of my knowledge.

PLACE :

Signature

DATE :

(Girija.S)