

S. Abinaya
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OBJECTIVE

To Obtain Challenging Position in a High Quality Environment Where My Expensive and academic skills will and value to Organisational Operations being resourceful innovation and Flexible. Experience in accounting filled with in 3.5 years Seeking to further Develop skills and Contribute to a dynamic and support.

SKILLS

- Ms Office
- DTP(Desktop Publishing)
- Tally prime, Erp 9
- Typing (English)
- Accounting
- Income tax return
- Good And Service tax return
- Leadership Qualities
- Quick Learning
- Hard Working
- Creative Thinking

EXPERIENCE

01.04.2024 - At present Staff	Working In Mmmesh Associates As Auditor GST Filling, IT Filling, and Tallyprime
01.09.2023 - 29.02.2024 Staff	M/s .Kr.Veerappan and Associates IT Register and It Filling
01.02.2023 - 01.07.2023 Internship	Advertising Agency As Account Excetive GST Filling, IT Filling, and Tallyprime practice student

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
B. Com	Dr. Umayal Ramanathan College For Women	82%	2019-2022
HSLC	Vidhyaa Giri Matriculation Higher Secondary School	61%	2018-2019
SSLC	Shri Vidhyaa Giri Matriculation Higher Secondary School	82%	2016-2017

ADDITIONAL PERSONAL INFO

Address	No23/9 subramaniyapuram 4 th street north extn karaikudi
Languages	Tamil, English
Date of Birth	21/09/2001
Marital status	Unmarried
Gender	Female

CERTIFICATIONS

- *PWC Certificate tax professional program from entri software private limited. Mastered fundamental accounting principles and financial statement preparation, including journals, ledgers, and cash flow statements, to ensure accurate financial reporting. Developed expertise indirect and indirect taxation, including GST, TDS, and income tax filing, enhancing compliance with regulatory standards. Gained proficiency in computerized accounting with Tally Prime, managing end-to-end financial operations, including GST compliance, payroll, and financial reporting. Acquired a solid understanding of corporate and labor laws, ensuring compliance with key provisions of the LLP Act, Companies Act, and ESI & regulations.
- Advertising Agency As Account Executive and Qualified at National Skills Framework level 5
- SAP Finance & Controlling (FI-CO) Power user course
- E-Filing Training, E-pay, Income tax, GST (good and service tax), TDS, and Registration of ESIC, EPFO, and DSC
- Microsoft Office Intermediate Program (Ms Word, Excel, PowerPoint)

ACHIEVEMENTS

- International Conference on management Ethics & Entrepreneurship on "Dr Umayal Ramanathan college for women"
- I have undergone the computer training on July 2022 conducted by spic of. ICMAI (Qualified with A Grade of Study of information technology)

REFERENCES

Name	Organization	Designation	Email	Mobile
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ADDITIONAL INFO

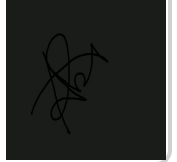
- Professional Resume Points – GST & Accounting GST Compliance: Proficient in GSTR-1, GSTR-3B, GSTR-2A reconciliation, and timely filing of returns. Managing GST registrations, amendments, cancellations, and maintaining complete compliance records. Reconciling GST data with purchase invoices, sales invoices, and input tax credit claims. Handling TDS on GST and ensuring timely deposit to the government. Liaising with tax authorities for notices, queries, and GST audit support.
- Accounting Software / ERP: Highly skilled in Tally ERP 9 / Tally prime, managing ledgers, vouchers (payment, receipt, journal, contra). Preparing trial balance, profit & loss account, balance sheet, and other financial statements. Managing multi-company accounting and multi-state GST configurations. Knowledge of MS Excel for accounting, pivot tables, VLOOKUP for reconciliation and reporting. Exposure to other ERP tools (if any): SAP FICO / QuickBooks / Zoho Books (mention if applicable). For basic model Bookkeeping & Financial Registers: Maintaining and managing accounts payable and accounts receivable registers. Performing bank reconciliations, cash flow tracking, petty cash management. Monitoring vendor payments and customer receipts, ensuring timely settlements. Preparing financial reports for management, highlighting variances

and action points. Handling fixed asset register, depreciation calculation, stock accounting (if applicable). Assisting in internal and external audits, ensuring all records are audit-ready.

- Additional/Impact Points: Ensuring compliance with Income Tax, TDS, and statutory regulations. Preparing monthly MIS reports for management decision-making. Experienced in process improvement and automation of accounting tasks to increase efficiency.

DECLARATION & SIGN

I Declare that the information which was given above is true to the best of my knowledge

A black rectangular box containing a handwritten signature in black ink.