

GURUNATHAN RAMAN

No.152, 4th Cross, Thirupur Kumaran Nagar, Mudaliarpet, Puducherry – 605 004

Mobile : +91 6383791183

Personal Profile

I am self-motivated, energetic, enthusiastic, and geographically mobile and a logical thinker who can adopt himself accordingly to job environment and situation.

Career Objective

To seek an enduring, challenging and satisfying career in a professionally managed company and add value to organization and myself.

Work Experience

Hindustan Foods Limited – (Jan. 25 to Feb. 26)

(The Vanity Case Group of Companies)

No. 254/1B, Gorimedu Poothurai Road,

Vanur Taluk Villupuram Dist., - 605 111

Position : Accountant

- *Main responsibilities are control over accounting activities like Purchase accounting & Store Accounting.*
- *Reconciliation of the supplier.*
- *Internal Tax Audit & Opex*
- *Following Ancillary unit Expenses*
- *GST (R1 & 3B Preparing) – GSTR Payable and GSTR Receivable.*
- *TDS*
- *Responsible for monthly, quarterly closing of accounts.*
- *Software – Cloud Software – Focus 9 version.*

Deekshitha Consultancy

(Tax Consultant)

(Period– Dec. 22 – Dec. 24)

- **Job Profile**

- GST RC
- Tax Auditing
- Books Keeping, TDS

- GSTR1 & GSTR 3B Filling, GSTR Annal Return (R9) & GST Refund

VFoamPrivateLimited,Thuthipet,Puducherry.

(Designation:Manager–Accounts)

(Jun.21–Dec.22) _

- **JobProfile**

- Respect of Overall Accounting, Statutory Compliance, Cash & Bank Payments, MIS , Subsidies and Outward Logistics.
- Main responsibilities are control over accounting activities like Invoicing, Purchase & Store Accounting, Booking of all expenses, Project Accounting and Capitalization , All Payments in respect of Cash and Banks , Statutory Accounting & Compliance , Accounts Payable transaction , Party Payment reconciliation and recording of revenue .
- Co-Ordinates finalizing for Monthly, Quarterly and annual closing activities of Balance Sheet.
- Monitoring Secondary Freight Analysisand Control.
- Co-ordination with Corporate Office for day today work.
- Responsible for filling all statutory compliances pertaining to GSTR1 & GSTR3B and TDS, ensuring their timely payments and filling of return within the stipulated time frame

SriRamTractors,Thiruchitrambalamkootroad,Villupuramdist.,

(Designation:Manager–Accounts)

(Aug.2017–May2021) _

- **JobProfile**

- Directly Managing a team of Three Persons in respect of Overall Accounting , Statutory Compliance , Cash & Bank Payments, MIS and Subsidies .
- Finalizationof monthly,Quarterly&yearly accounts.
- HandlingandControllingofMIS Report
- Supervision ofall statutory compliancespertaining to GSTR1 & GSTR3B, and TDS – Refund - Preparation and filing of the RFD01A

(Exports–Zero rated Taxes), ensuring their timely payments and also filling return of the same within the stipulated time frame.

Sri Venkateswara Garments–Natrampalli, Vellore district,

(Designation: Accountant)

(Aug. 2009–Aug. 2017) _

- **Job Profile**

- Maintenance of all day to day transaction in Tally
- Handling in petty cash
- Preparation of stock report , Manufacturing A/c
- Handling in material in ward and outward register
- Back office work preparation of GRS

Educational Qualification

- B.Com (Commerce & Accounts) passed from the Acharya Arts and Science College – (Pondicherry University) in the year 2009.

Computer Skill

- Excellent handling & knowledge of MS-Word, MS-Excel and Accounting Package like Focus 9.0, KGM, Tally Prime and ERP. ,
- Internet Browsing

Strengths

- Inter-personal skill
- Socializing and Helping nature

PersonalInformation

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|------------------------|---|--|
| • Father'sName | : | Mr.Raman.K(Late) |
| • Date of Birth | : | 04January1986 |
| • Marital Status | : | Married |
| • Language Proficiency | : | TamilandEnglish(Speak&Write) |
| • Mobile | : | +91-6383791183 |
| • Email | : | gurunathan0401@yahoo.com |

---GurunathanRaman