

GURUNATHAN RAMAN

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

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CareerObjective

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

WorkExperience

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

- *Account Reconciliation and Supplier balance confirmation.*
- *Accounts Payable and Receivable, MIS Reporting.*
- *End to end accounting of vendor bills, Procurement and Logistics*
- *Internal Tax Audit & Opex*
- *Following Ancillary unit Expenses*
- *GST, TDS and Statutory Compliance*
- *Month-End of Closing Activities*
- *Responsibilities are Purchase accounting & Store Accounting(PO) .*
- *Software – Cloud Software – Focus 9 version.*

Deekshitha Consultancy

(Tax Consultant)

(Period– Dec. 22 – Dec. 24)

• JobProfile

- *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 Analysis and 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

SriRam Tractors,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 .
- Finalization of monthly, Quarterly & yearly accounts.
- Handling and Controlling of MIS Report
- Supervision of all statutory compliances pertaining 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 inward and outward register
- Back office work preparation of GRS

Personal Profile

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

Educational Qualification

- ICWA Pursuing, The Institute of Cost Accountants of India, Puducherry – 605 005
- 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

- 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