

CURRICULUM VITAE

Jayarani.M

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Personal Data

Gender : Female
Date of Birth :22,July, 1988
Name :JAYARANI.M
Father name :Moorthi
Marital Status :Married
Nationality :Indian
Hobbies :Listening songs,
Reading books,
Cooking
Languages
Known :English and Tamil

Permanant address

M.Jayarani, D/o Moorthi,
No.2,3rd Cross,
North Street,
Thengaithittu,
Pondicherry

Current address

M.Jayarani
No.2,3rd Cross,
North Street,
Thengaithittu
Mudaliarpet
Pondicherry-605004

CAREER OBJECTIVE:

To be associated with progressive organization, that gives me the scope to apply my knowledge and skill to involve as a part of team and to work dynamically towards the growth & objective.

EXPERTISE SUMMARY:

- To be an asset to the organization I serve.
- Gaining knowledge as my motive.
- Giving prior importance to things.

ACADEMIC CREDENTIALS:

M.com(Business Finance)

College : Pondicherry University, Kalapet,
Pondicherry
University : Pondicherry University
Year : 2008-2010
Percentage : 70%

B.com (Commerce)

College : Bharathidasan Govt.College
Muthialpet, Pondicherry.
Year : 2005-2008
Percentage : 64%

HSC:

School : Annai Sivagami Govt.School,Mudaliarpet
Board : State Board
Year : 2003-2005
Percentage : 77%

SSC:

School : Govt.Higt School, Thengaithittu,Pondicherry
Board : State Board
Year : 2002-2003
Percentage : 81%

WORK EXPERIENCE:

Organization: **Suresh & Co.,** (Chartered Accountants)

Designation : **Audit Assistant**

Period: From 2010 to 2012

- Vouching of all types of accounts.
- Verifying the Cash Book and Petty Cash Book according to provision Income tax Act.
- Verifying the Entry and Rectify the error.
- Preparation of Bank Reconciliation Statement.
- Preparing and finalization the report as per Income tax Act.
- Prepare Balance sheet and Profit & Loss Statement

Organization: **MML Groups** (Mml build tech, RYJO energyella Pvt.Ltd, RYJO Global Eco green industries)

Designation : **Accounts Head**

Period: 2012 to Till Date

- Maintained books of accounts in Tally ERP 9 including sales, purchase, receipts, payments
- Prepared daily bank reconciliation statements and tracked cheque clearances
- Generated customer aging reports and followed up for outstanding payments
- Filed GSTR-1 & GSTR-3B Monthly for turnover, ensuring timely compliance to avoid late fees
- Reconciled GSTR-2B with purchase register, claimed eligible ITC and flagged mismatches to vendors
- Maintained fixed asset register and computed depreciation as per income tax act
- Passed journal entries for provisions, depreciation and prepaid expenses
- Maintained vouchers and documents for all transactions as per audit requirements
- Processed payroll for employees including Salary, PF, ESI, & TDS calculation in Excel/Tally
- Assisted in statutory & tax audit by providing vouchers, ledgers & schedules to auditors
- Handled monthly & annual closing of books, passed JV entries for accruals, Provisions & Depreciation
- Monitor daily cash flow & fund Position, plan payments to optimize working capital
- Handly banking – CC/OD limit,LC, BG, term loan, renewal CMA data, and stock statement

TECHNICAL SKILLS:

- Tally ERP 9
- MS Office
- ERP Billing Software

PERSONAL SKILLS:

- Self Confidence
- Positive Attitude
- Adaptability to the changing environment

DECLARATION

I hereby declare that the information furnished above is correct and true to the best of my knowledge and belief.

Place: PUDUCHERRY

Date:

(M.JAYARANI)