

Durga Devi K

📞 +91 98841 25267 | ✉️ kdurgabcs@gmail.com | 📍 Chennai, India

Career Objective

Accomplished and detail-oriented Senior Accountant with nearly 8 years of experience in accounting, finance, and reporting across corporate and mid-sized organizations. Skilled in managing end-to-end accounting operations, financial analysis, reconciliations, and statutory compliance. Proven ability to lead teams, streamline accounting processes, and support strategic decision-making through accurate financial insights. Seeking a senior accounting position in a dynamic organization where expertise in finance and leadership can drive growth and efficiency.

Professional Experience

Staff Accountant/ Sectigo India Private Limited(Aug 2025-Current)

- Managed daily accounting transactions, including raising purchase orders, verifying bills, and recording entries in books of accounts.
- Performed monthly TDS reconciliation, GST reconciliation, and bank reconciliation.
- Processed and prepared employee expense reimbursements.
- Prepared and maintained SEZ monthly compliance documentation.
- Prepared Provident Fund (PF) workings and coordinated with consultants for timely monthly PF filings.
- Supported end-to-end monthly payroll processing, including salary computation and record maintenance.

Accountant / Traecit Business Consultant,Sep 2022 – Jul 2025

- Oversaw accounting operations for multiple clients, ensuring timely preparation of financial statements and compliance with tax regulations.
- Finalized year-end accounts, prepared financial reports, and reviewed balance sheets and profit & loss statements.
- Managed GST, TDS, and statutory reconciliations; ensured accurate filing and adherence to deadlines.
- Led a team of 6 junior accountants, provided mentoring, and implemented performance improvement strategies.
- Conducted variance analysis and provided recommendations to management for process optimization.
- Managed vendor and client reconciliations, payroll accounting, and monthly MIS reporting.

MIS Executive / Teleperformance Global Services Pvt Ltd, May 2021 – Aug 2022

- Developed and maintained detailed MIS reports for financial planning and management review.
- Compiled and analyzed financial data to identify performance trends and cost-saving opportunities.
- Streamlined reporting formats using advanced Excel functions to improve data accuracy and turnaround time.

Accounts Assistant / Akshaya India Tours & Travels (P) Ltd, Sep 2016 – Mar 2021

- Managed full-cycle accounting including accounts payable, receivable, cash flow, and bank reconciliations.
- Processed GST and TDS filings, supported audit preparation, and ensured ledger accuracy.
- Maintained vendor accounts, handled petty cash, and assisted in month-end and year-end closures.

Tele-Calling Executive / HDB Financial Services, Jun 2015 – Feb 2016

- Managed customer account follow-ups and maintained accurate loan collection records.
- Coordinated with team leaders to ensure timely resolution of outstanding payments.

Education

MBA – International Business Management,

University of Madras, Chennai B.Com – Corporate Secretaryship (2015), Chellammal

Women's College,

Chennai CMA Inter –Pursuing

Core Competencies

- Financial Accounting & Reporting
- Accounts Finalization
- Taxation (GST, TDS)
- MIS & Financial Analysis
- Reconciliation (Bank, Vendor, Client)
- Team Leadership & Mentorship
- Payroll & Expense Management
- Audit Support & Compliance

Technical Skills

Tally Prime, Tally ERP 9, Zoho Books, QuickBooks, MS Excel (Advanced), Financial Statements Preparation, Bookkeeping, and ERP Data Management.

Personal Details

Date of Birth: 15 Dec 1994

Nationality: Indian Marital Status: Single

Languages Known: English, Tamil

Address: No.4, I-Block, 81st Street, 13th Sector, K.K. Nagar, Chennai – 600078