

CURRICULUM VITAE

RAMACHANDRAN.A

No: 1/99, Mudhaliyar Street, Poigai – 632114, Vellore (DT).

E-mail: ramachandran_anandhan@yahoo.co.in, Mobile: +91-9790562603



JOB OBJECTIVE:

Seeking a position in the organization where I can utilize my knowledge / versatile experience and skills in perfect balance that will make a meaningful contribution to the organization and my career as well.

PERSONAL SKILLS:

1. Team Building
2. Issue Based Performance.
3. Compatible , Speed and Accuracy in Job

ACADEMIC QUALIFICATION:

- **MBA (Finance and Marketing) - Anna University**
- **PG Diploma in (Finance and Taxation) - Annamalai University.**

PROJECT WORK:

- Internship Project with **SABA GROUP**, in Vellore.
- Main project done at **mitsubishi Heavy Industries Precision Tools India Private Limited**, SIPCOT, Vellore.

WORKING EXPERIENCE:

- Executive Accounts in GReaT Trails Kodaikanal By GRT Hotels from 01/12/2017.
- Supervisor Accounts in GRT Regency Sameera Vellore (GRT Hotels and Resorts) from 15/01/2012 to 30/11/2017.
- Worked as Account Assistant with R. Jayavelu Associates Tax Practitioners from 01-06-2011 to 30-11-2011 at Vellore.

Job Profile:**Accounts Taxation and MIS**

- Book Keeping
- Bank Reconciliation Statement
- Finalization (Reasonable exposure)
- Handling to GSTR1, R2 & R3B.
- Handling to Service Tax and filling ST3 Return.
- Knowledge to TDS filling and preparation of workings.
- Filling Monthly Basis VAT Returns Form - I and Form - J.
- Filling Luxury Tax.
- Cash Flows and Funds Flow
- MIS (Budget Analysis).
- Business Report and Cost Report.

Good knowledge in MS Office, Tally PMS and HMS

PERSONAL DETAILS:

Name	:	Ramachandran. A
Date of Birth	:	20 th February 1989
Father's Name	:	Anandhan.K
Gender	:	Male
Languages known	:	Tamil & English
Nationality	:	Indian.

Declaration:

I **Ramachandran A** hereby state that the above information is best of my belief and knowledge.

Place: *vellore*

SIGNATURE

Date:

A. Ramachandran
RAMACHANDRAN.A

Reference:

Mr. **DRV. Subbiah Manager Accounts**, GRT Hotels and Resorts, Chennai Ph-no: 9840937870.

Mr. **Bala Ravindran HR Manager**, GRT Hotels and Resorts, Vellore Ph-no: 9840992255.