**RESUME**

**SRIDHAR.S                                                    Address:**

[ssridhar0301@gmail.com](mailto:ssridhar0301@gmail.com)37/16 J Mettu Thottam,

**Mobile No: 09715764277 /09940904277**Gandhinagar, Podanur (P.O),

                Coimbatore -641023.

**Profile**

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability or other financial activities within an organization

**Professional Experience**

* Numinous Impex India Pvt Ltd 22 May 2013- 13 May 2017
* Sri Info Jana System Pvt Ltd 15 May 2017- 28 July 2017
* Fluid Pumps and Equipment India Pvt Ltd 02 Aug 2017- till date

**Designation:** Accountant

**Role Summary**

Under direction, performs a variety of professional level accounting duties involved in preparing, maintaining, accounts Payable , accounts Receivable, and reconciling complex financial transactions, statements, records and reports; maintains the accuracy of the City’s ledgers and subsidiary financial systems; assists in the preparation of assigned budgets, annual audit, and year end closing.

**Responsibilities:**

* Passing journal and voucher entries in tally and manual book.
* Preparation of Statements of accounts for various Accounts Receivable and Accounts Payable.
* Preparation of sundry creditor outstanding report.
* Computation of GST return and E-Filing.
* Computation of TDS/TCS for payment and Preparation of report for quarterly return E-Filing.
* Preparation of Export & Import document for customs.
* Preparation of Export refund report and E-Filing in GST.
* Claiming MEIS against export.
* Preparation of Purchase Order, Performa Invoice, Export and Domestic invoice.
* Preparation of inward remittance documents and advance details for export, E-BRC against payment for export.
* Banking procedures of Payments to the parties thru NEFT and RTGS and cash maintenance.
* Preparation of Bank reconciliation Statement.
* Advised on Cost effective measures for top level management.
* Preparation of Month end stocks and maintaining of stock book.
* Preparation of stock statement and submitting to bank.
* Preparation of salary, ESI & PF.
* Preparation of audit report GST annual return.

**Synopsis**

* A goal oriented professional with a degree of M-Com.
* Possess significant knowledge of handling activities pertaining to Accounts and Administration.
* Ability in reviewing complex financial data to facilitate strategic financial growth of organization.

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Course*** | ***University/College*** | ***Period of Study*** | ***Percentage/CGPA*** |
| Master of Commerce | Sri Jayendra Saraswathy Maha Vidyalaya CAS/ Bharathiyar University | 2010-2012 | 7.5CGPA |
| Bachelor of Commerce | Sri Jayendra Saraswathy Maha Vidyalaya CAS/ Bharathiyar University | 2007-2010 | 59.9% |
| XII Standard | KPM Matric Hr Sec School-HSC | 2005-2007 | 60% |
| X Standard | KPM Matric Hr Sec School-SSLC | 2004-2005 | 52% |

**Technical** **Skills**

* Tally ERP9-General Accounting Knowledge .
* GST E-Filing.
* CUSTOMS GST DOCUMENTATION & FILING.

**Extra Curricular Activities**

* Acquired Grade ‘A’ Certificate in NSS.
* Proficiency award for Securing 1st mark in M.Com.
* Passed M.com in 1st Class with Distinction.

**Personal Details**

Name : S.Sridhar

Age and Date of Birth : 29 years, 03-1-1990.

Gender : Male

Marital Status : Married

Nationality : Indian

Father’s name : Mr.Selvaraj P

Occupation : Turner

Mother’s name : Mrs.S.Poongodi

Occupation : Home Maker

Mother Tongue : Tamil

Languages Known : Tamil and English

Permanent Address : 37/16 J Mettu Thottam,

Gandhinagar,

Podanur(Po), Coimbatore -641023

Email id : ssridhar0301@gmail.com

Alternate Email id : srinivas0103@rediffmail.com

Mobile : 097517-64277 / 099409-04277

**Declaration**

I hereby declare that all the details and information furnished above are true to the best of my knowledge.

**Place:** Coimbatore

**Date: (S.SRIDHAR)**