E. PARAMESHWARAN

Cell No.9994027133

emparameshwaran@gmail.com

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**Objective**

To seek a challenging role in accounting field with a company, where I can apply my understanding, skills and knowledge to assist in the growth of the company.

**Skill sets**

* Tally 9.0 & Wings
* Quick book for Accounting Software
* Sage Payroll software (working with IT process)

**Professional Experience:**

Company Name: **Mosoon Bounty Foods Manufacturing Pvt Ltd**, Nungambakkam, Chennai

Designation: Asst. Accounts Manager

Period**:** 01**/**04/2019 to 31/12/2019

Monsoon Bounty Foods Manufacturing Pvt Ltd is an export oriented Fish, shrimp& Vegetable processing unit in to Bulk Frozen, IQF, Value added Products as per customer requirements.

**Job Responsibilities:**

* GST returns GSTR-3B and GSTR-1 filed
* Import of purchase Bank payment process documents, NEFT, RTGS payment
* Grant aid , Ministries claim documents prepared and related MIS
* Profit & Loss and Balance sheet prepared to Accounts finalization for income tax purpose
* TDS deductions and payments.
* Accounts Payable and Accounts Receivable Reconciliation to following the issue to resolve problem, Bank work and Bank reconciliation
* Journal, bank payment, receipt, debit note, credit note, purchase, sales and contra entries scrutiny and Reconciliation in Tally 9

Company Name: **Moon Vision Pvt Ltd**, Nungambakkam, Chennai

Designation: Accounts Manager

Period**:** 05**/**09/2018 to 31/03/2019

MOON TV is a Tamil language News and Entertainment channel. Chennai is a top company in the category Satellite Channels, also known for Advertising Agencies for Broadcast satellite channel.

**Job Responsibilities:**

* GST returns GSTR-3B and GSTR-1 filed
* Prepare the sales invoice compare to SO & Estimate
* Import of purchase Bank payment process documents, NEFT, RTGS payment
* Monthly Budget and MIS report, Google sheets with cash flow reports
* Profit & Loss and Balance sheet prepared to Accounts finalization for income tax purpose
* TDS Working in All employee salary, E-TDS filing for Non salary and salary return filing
* Accounts Payable and Accounts Receivable Reconciliation to following the issue to resolve problem, Bank work and Bank reconciliation
* Journal, bank payment, receipt, debit note, credit note, purchase, sales and contra entries made in Tally 9
* Cheque preparation to parties & petty cash Maintenance
* General Ledger Maintenance and Reconciliation to finalization

Company Name: **FF Agro Technologies Pvt LTD,** Kottivakkam, Chennai

Designation: Accountant

Period**:** 25/8/2017 to 14/07/2018

Future farms is Indian`s Leading vertical farming & Hydroponic company. They specialize in providing total solutions for large scale commercial farms and create world where everyone has to better vegetables, by designing technologies that can trust. The company has pioneered in designing and deploying commercial grade farms, powered by technologies tailored to suit any climate.

**Job Responsibilities:**

* Prepare the sales invoice compare to SO & Estimate
* GST Migrate and return preparation to filed, eway bills & LUT Process.
* Import of purchase Bank payment process documents, NEFT, RTGS payment
* Monthly Budget and MIS report, Google sheets with cash flow reports
* Profit & Loss and Balance sheet prepared to Accounts finalization for income tax purpose
* TDS Working in All employee salary, E-TDS filing for Non salary and salary return filing
* Accounts Payable and Accounts Receivable Reconciliation to following the issue to resolve problem, Bank work and Bank reconciliation
* PT , PF and ESI payroll review with verified to process
* Journal, bank payment, receipt, debit note, credit note, purchase, sales and contra entries made in Tally 9
* Cheque preparation to parties & petty cash Maintenance
* General Ledger Maintenance and Reconciliation to finalization

Company Name: **Spadeworks Sourcing Pvt Ltd, OMR, Kottivakkam, Chennai**

Designation**: Accounts executive**

Period: 02/07/2014 To 31/08/2017

Spade works Sourcing Pvt Ltd is a Garment & leather of Exports Company based at Chennai. The company is involved the design, development and delivery of Garment, leather products depending upon the buyer requirements. The major clients are based in Australia, Netherland and UK

**Job Responsibilities:**

* GST Migrate and return preparation to filed
* Export of sales process documents, Bank payment TT and LC process
* FEMA declaration for forex inward and Duty draw back following and reconciliation
* Monthly Budget and cash flow reports
* Mutual funds Every month reconciliation, FOREX fluctuation working for sales
* Accounts finalization for income tax purpose and ROC filing (MCA 21)
* E-TDS filing for Non salary and salary and VAT return filing
* TDS Working in All employee salary, Form 16 and 16A preparation to issue
* Bank work and Bank reconciliation and General Ledger Maintenance and Reconciliation
* PT , PF and ESI salary preparation and process
* Journal, bank payment, receipt, debit note, credit note, purchase, sales and contra entries made in Tally 9
* Cheque preparation to parties and petty cash Maintenance

Company Name: **ILink Multitech Solutions Pvt Ltd, Omr, Chennai**

Designation: **Accounts executive**

Period: 10/7/2007 to 31/12/2013

iLink Multitech Solutions Pvt Ltd is a software services company based at Chennai. The company is involved in the design, development and delivery of software applications depending upon the customer requirements in various platforms. The major clients are based in USA.

**Job Responsibilities:**

* Journal, bank payment, receipt, debit note, credit note, purchase, sales and contra entries made in Tally 9
* Cheque preparation to parties and Petty cash Maintenance
* Bank work and Bank reconciliation and General Ledger Maintenance
* Accounts finalization for income tax purpose
* ROC filing (MCA 21) the Annual Returns
* E-TDS filing for Non salary and salary and Service Tax
* TDS Working in All employee salary, Form 16 and 16A preparation to issue
* Monthly Budget preparation, review with every department
* FOREX fluctuation working for sales
* PT , PF and ESI salary preparation and verified to payroll sheet monthly
* Worked on UK-accounts, Book Maintenance in Quick book and UK format vat return online filing.
* Mutual funds Every month reconciliation
* Soft tech form to Monthly ,Quarterly and Annual Returns Prepared - STPI prescribed format based
* Banker endasement of Sales invoice to be submitted to STPI, RBI
* STPI required to Maintenance the Fixed Asset Register

Company Name: **M/S Janatha cem industries Limited, Rajapalayam**

Designation: **Assistant Accountant**

Period: June 08/06/2005 to 9/5/2007

Janatha Cem Industries Limited is a leading manufacturer of white cement in Tamil Nadu having its major operations in Rajapalayam.

**Job Responsibilities**:

* Explosives Stock record and Production record maintained in Mines.
* Stock report given to mines department in every monthly, quarterly and yearly
* Salary and Wages preparation and distribution to Workers.
* Accounts finalization in mines department – Tirunelveli.
* Bank Work and reconciliation
* Journal, bank payment, receipt, debit note, credit note, purchase, sales and contra entries made in Tally

**Area of Interest:**

Financial, Costing & Banking Accounts

**Academic Proficiency**

* B. Com, Madurai Kamaraj University, Madurai Year of Passing - 2001 -2004
* H.S.C, Nadar Hr. Sec. School, Rajapalayam. Year of Passing - 2000 - 2001
* S.S.L.C, Nadar Hr. Sec. School, Rajapalayam. Years of passing – 1998– 1999
* Diploma in computer Application
* Diploma in Financial Application

**Personal Profile**

Date of birth : 18.11.1982

Languages known : Tamil, English & Telugu

Marital Status : Married

Communication Address : 34A, Shri Mahaveer Nagar, Vedhanaranapuram, Chengalpattu 603111.

**Declaration**

I hereby declare that the above statement made by me are true and correct to the best of my knowledge and belief

Date: Yours truly

Place: