



SAKILA SUNDARARAJAN

ACCOUNTANT

CONTACT

- +91 9865588878
- sakisundar23@gmail.com
- Plot No: 57. Balaji Nagar,
Dasanaikkanpatti,
Salem - 636201.

EDUCATION

- Bachelor of Commerce**
Annamalai University,
Chennai.

TECHNICAL EXPERTISE

- Certification in MDOA

STRENGTHS

- Leadership
- Sincerity
- Dedication
- Cooperation
- Self-Organized
- Team Work

HOBBIES

- Listening to Music
- Reading books
- Watching TV
- Playing Chess

PROFILE

Detail-oriented, efficient and organized professional with extensive experience in **accounting** systems. Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. Highly trustworthy, discreet, and ethical.

WORK EXPERIENCE

AUDITOR ASSISTANT

Sampath Kumar Auditor Office, Salem [2004 - 2007]

Worked with:

- Accounts Writing
- IT Calculation

ACCOUNTANT

Arthanari Clothing Private Ltd, Salem [2007 - 2011]

Worked with:

- Accounts Department
 - Accounts maintenance with Tally software
 - Purchase and Sales invoice accounting
 - Debtors & Creditors outstanding reports
- Purchase Department
 - Material Purchasing (Dyes, chemicals & stationaries) & payment processing
 - Stock Maintenance

ACCOUNTANT

Jailaxmi Auto Works & Agencies Private Ltd, Salem [2011 - Present]

Working with: (inclusive of 32 branches)

- SAP & Finance accounts maintenance
- Creditors ledger checking & cheque distribution in payments department
- Taxation process including TDS, TCS, GST – checking & E-Filing