**CURRICULUM VITAE**

**G.VENKATESAN**

Residential Address : No:112, kothawal chawadi st

Saidapet,

Chennai – 600 015.

Tele: 8838999321

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Objective: To work for a Professional Organization, which has scope to utilize all my skills, and which rewards excellence besides motivating further progress.

**KEYSKILLS**

Finalization of Accounts  
Preparation of MIS, budgeting  
Profitability analysis of units, expense analysis  
Quarterly/annual financial statements, reconciliation  
Statutory and internal audit, Statutory filings  
Taxation and Secretarial

Academic Qualification

M.com

Tally E.R.P New version,

Basic Computer Education from Data Consultants, saidapet in 1998

Working knowledge in Ms Office

Present Experience:

May6 Entertainment LLP

Nature of Job to Check the Accounts Department and Handling and Maintaining Day to Day general ledger accounting Servicetax,TDS, Handling Banking Transaction and BRS and GST accounts finalization, Accounts checking statutory (ESI, PF, etc.) Compliance (factories act), Maintaining Bills Payable and Receivable Debtors and creditors Dues. accounts departments, E-filing, service tax, exercise. T.D.s, B.R.S, and, all accounts works, up to finalization, to conduct the Branch Meeting weekly report and EB, Rental Agreement, Vehicle insurance and all admin works, submit the MIS report weekly and monthly and ensure all procedures and carried out as per the office Activities.

**Sr.Manager Admin &Accounts**

Shree constructions– from 2013to 2018

Working in M/s Shree constructions of Job to prepare Monthly fund transfer statement properly, To given offer letters, on job training, Maintain Standard Monthly Payment schedule to allocate daily work for production unit, accounts up to finalizing accounts departments, and Front Office Executive Performance appraisal, and all subordinates appraisals, collecting of Candidate Recruitment form, and appointing of (CRF) List of Holiday Preparation Statement Maintain the all query resister to conduct the department Meeting to collect daily report from the subordinates weekly and Monthly and ensure all procedures and carried out as per the QMS Documents.

**DGM finance**

Bara Architects – from 2006to 2013

Working in M/s Bara Architects of Job to prepare Monthly fund transfer statement properly, To given offer letters, on job training, Maintain Standard Monthly Payment schedule to allocate daily work for production unit, accounts up to finalizing accounts departments, and Front Office Executive Performance appraisal, and all subordinates appraisals, collecting of Candidate Recruitment form, and appointing of (CRF) List of Holiday Preparation Statement Maintain the all query resister to conduct the department Meeting to collect daily report from the subordinates weekly and Monthly and ensure all procedures and carried out as per the QMS Documents.

**Administrative officer**

A.N instruments, from 2000to 2006

Job Responsibilities A secretary or **administrator** provides both clerical and **administrative** support to professionals, either as part of a team or individually. They are involved with the coordination and implementation of **office** procedures and frequently have responsibility for specific projects and tasks.: To enter the Offer Register, To Maintain the Invoice Register, Order Register, enquiry quote, List of Holiday Preparation Statement, Payment follow-up, Salary Distribution to allocate the work to all subordinates receiving from enquiry to quote the offer passing the Bill to Accounts department

**Personal Information**

Name : G.Venkatesan

Father’s Name : V.Gopalan (Late)

Date of Birth : 13.10.1979

Communication Address : No.2/3, 112, kothawal chawadi st,

Saidapet, Chennai - 15

Contact No : 8838999321

Marital Status : Married

Languages Known : Tamil, English

Present Salary :

Salary Expected : As discussed

E-mail Id : dhurgavijay@gmail.com

Signature

(G.Venkatesan)

Place: Chennai

Date: