**N.RAJAN**

B-32 LAKSHMI APARTMENTS,

ATHREYA PURAM MAIN ROAD,

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**OBJECTIVE**

To obtain a challenging position involving continuous learning and add value to the organization.

**WORK EXPERIENCE**

* July 2013- July 2014
  + Audit Assistant from R. Lakshmi Narayanan & co, Chennai.
* August 2014- August 2017
  + Article assistant Internship from R. Lakshmi Narayanan & co, Chennai.
* August, 2017 - April-2018
  + Senior Audit Assistant from R. Lakshmi Narayanan & co, Chennai

* December, 2018 -
  + Senior Audit Assistant from R. Lakshmi Narayanan & co, Chennai

**Expertise**

* Finalisation of accounts.
* Preparation and maintaining cash book ,ledger, bank book BRS,cash flow and fund flowanalysis. accounts receivable and accounts payable.
* Reconciliation of debtors and creditors
* Calculation of commission and tds
* Filing of Income Tax returns for Corporate clients and Individuals.
* Tax Audit and report preparation.
* Filing of GST return.
* **SERVICE UNIT**
* **TRADING UNIT**
* **MANUFACTURING UNIT**
* Filing of Ministry of Company Affairs (MCA) return.
* Formation of Companies and L.L.P.

**Major Clients Handled**

* King Metals Ltd.
* Andavan Arul Alloys Pvt td
* Iacharaya Silicon limited
* P.K.Laxmi Mills Pvt ltd
* Moon light Industries
* Icon Copiers
* Advanced Heat
* South Gate Residential Association

**Responsibilities include**

* Providing Consultancy services to clients
* Analysis of draft financial statements including notes to accounts
* Timely calculation & deposit filing of Tax Deducted at Source (TDS).
* Vouching of various Books like purchase book, Cash Book, Journal Book.
* Checking & Establishment of internal control system
* Preparing audit programs in consultation with client

**Other Skills**

* Theoretical knowledge of SOX
* Working knowledge of MS Office, Tally

**ACADEMIC INFORMATION**

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| --- | --- | --- | --- |
| S.NO | **INSTITUTION** | **EXAMINATION** | **PERCENTAGE** |
| 1. | RAMAKRISHNA MISSION VIVEKANANDA COLLEGE | B.COM (A&F) | 62% |
| 2. | BALU BAI DADHA HIGHER SECONDARY SCHOOL | HSC(XII) | 86% |
| 3. | INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA | To appear IPCC in May, 2020 |  |

**Under Graduation Project**

Financial statement analysis of PHYTO CHEM (INDIA) LTD & KILPEST INDIA LTD (Medium Scale Industry)

**SUMMARY OF ACHIEVEMENTS**

Secured School First in XII STD public examination in Business Mathematics and Accounts.

**PERSONAL DETAILS**

Date of Birth: 05/09/1990

Languages known: English, Tamil.

Nationality: Indian