

RESUME

Name: S.PONRAJ

Address: NH-05, Old No.2/214, New No.2/209,
G.N.T Road, Panjetty Village & Post,
Ponneri-601 204.Tamilnadu.India.

Contact: 9940364028,

E-Mail:ponrajs2016@gmail.com



Objective

To build career in a reputed Organization, Where I can get Opportunity to prove my abilities by accepting challenges, grow in terms of knowledge, attitude, fulfilling the organizational goals and climb the ladder through continuous learning and commitment.

Academic Qualifications

Course	Name Of the Institutions	Year of Passing	% CGPA
MBA	University of Madras, Chepauk, Chennai-05.	2019	5.90/10
B.COM (Commerce)	Ramakrishna Mission Vivekananda College (Autonomous) Mylapore Chennai-600 004.	2014	6.88/10
HSC	Velammal Matriculation Higher.Sec School Panchetti, Ponneri-601204	2011	89.83
SSLC	Don Bosco Matriculation School, Karanodai, Chennai-600 067.	2009	67.20

Experience

Service / Work	Name of the Firm	Year
CA Article ship	M/s.Velu & Co., Chartered Accountants T.Nagar, Chennai-600 017.	2014 - 2017
Manager Accounts	M/s.Doortech Engineering Pvt Ltd.	2018 - 2019
Manager Accounts	M/s.Doorform Industries.	2019 - 2020

Work Experience During Article ship

- ❖ Bank Concurrent Audits & Statutory Audits - 2 Years
- ❖ Companies Internal Audits & Statutory Audits
- ❖ Accounting & Finalizations of Balance sheets
- ❖ Income Tax Returns and Tax Audit Related Matters.
- ❖ Service Tax Returns, TDS Returns, VAT, GST, ESI, PF, IE Code, MSME, GST Exemption certificates, LUT etc.
- ❖ MCA Forms Fillings, Company formations, PAN TAN, Partnership deed Preparation and Registrations, Digital signature Applying work, GST Registrations and Amendments etc.

Role of work During Accounts Manager

- ❖ Tally Accounting, Finalization of Balance sheets, Maintaining Books of Accounts TDS Provisions and payments.
- ❖ Advance Tax, Income tax filing with Auditor, GST Working & Filing and related Tax office Assessment matters etc.
- ❖ Stock Audit Preparation, Payroll Processing, Doing Bank & Cash Transactions, and Financial Planning's dealing with bank loans and related matters etc.
- ❖ Monthly Budget and Statutory payments of PF ESIC etc. PF Claims related matters.
- ❖ Receivables and payables, site Suspense Accounts other office general Management.
- ❖ Accounting and Financial Manager for A1 GROUP OF COMPANIES Chennai.
- ❖ Customs Duty Payments ,FOTT Transfers and Dealing with Clearing Agencies, Way bill generations for invoice and Bill of Entry ,High Sea sales Agreement Preparations and related transactions.
- ❖ Monthly Payroll Processing and Payments of salarys and Advances etc.

Personal Skills

- ❖ Self Confident
- ❖ Focused
- ❖ Adaptable
- ❖ Quick Learner
- ❖ Analytical Thinking
- ❖ Good Team Player
- ❖ Hard Working

Computer Course and Skills

- ❖ MS- Office, MS- Excel, MS -PowerPoint.
- ❖ Accounting Package Tally-9 Certificate in BSS Computer College.
- ❖ Computer Training Course ITT Issued by (ICAI) Institute of Chartered Accountant of India.

Certifications Courses Completed

- ❖ Orientation Programme, Issued by ICAI Institute of Chartered Accountant of India.
- ❖ General Management and Communication Skills -1, Issued by ICAI Institute of Chartered Accountant of India.
- ❖ General Management and Communication Skills -2, Issued by ICAI Institute of Chartered Accountant of India.

Certificates of Appreciations

- ❖ Spell Bee International
- ❖ Career Leadership Camp
- ❖ Youth Health Mela

Personal Profile

Father Name: R.Sivakumar

Mother Name: S.Usha

Gender: Male

Date of Birth: 04/05/1993

Marital Status: Single

Religion: Hindhu

Nationality: Indian

Permanent Address: NH-05, No.2/209, G.N.T Road, Panjetty Village & Post, Ponneri-601 204.

Languages Known to Speak/Write: English / Tamil.

Know to Drive: Two/Four Wheeler.

Declaration

I here by declare that the above furnished in formations are true to the best of my knowledge.

Yours Faithfully

Date:

Place: Chennai

S.Ponraj