

K.P.SEKAR



sekarkpv@gmail.com



9659710119



Gummidipoond



Profile Summary

- **CMA Intermediate Group 1** qualified with bachelor's in commerce and overall **10 years'** experience in the field of **Accounting, Auditing And Inventory Management**.
- Currently working as **Assistant Manager - Accounts** and responsible for complete **Sricity Plant Accounts**.
- Significant achievement - Preparing **GST 2A** reconciliation without delay and successfully completed **GST Enforcement** department audit.



Core Competencies

GST	Fixed Assets	Accounting	Accounts Payable & Receivable
Inventory Management	FICO Module in SAP	Auditing	Problem Solving and Suggestion to Management



Organizational Experience

Description	Experience -3	Experience -2	Experience -1
Organization	Hyundai Engineering Plastics India Pvt Ltd - Sricity,Tada.	Kingfa Science & Technology India Limited - Chennai.	K Suryanarayanan Cost Accountant Firm - Chennai.
Designation	Asst.Manager – Accounts	Executive – Finance & Accounts	Senior Audit Assistant
Period	Jan 2020 - Present	Feb 2017 - Jan 2020	Feb 2013 - Feb 2017
Industry Type	Plastics	Plastics & PPE	Cost Accountant Firm



Key Job Responsibilities

- Handling petty cash and making accounting entries.
- Purchase, Sales invoices verifying and approving in ERP.
- Inward, Outward transport invoices verifying and approving in ERP.
- Vendor, Customer code creation and accounts reconciliation.
- Preparing payment voucher file.
- Making sales invoice and approving in ERP as per PO terms.
- Generating E-invoice and E-way bill.
- Handling accounts receivable projection for sricity plant.
- Taking care of GST filing, 2A reconciliation and replying to showcase notice GST related cases.
- Day to day expenses bills verification and accounting.
- Managing complete fixed assets and depreciation accounting.
- EB and Water consumption report making.
- Physical Stock verification and Stock adjustment in ERP.
- Preparing Inventory analysis report and inventory aging report.
- Preparing bank reconciliation statement.
- Supporting statutory audit, cost audit and internal audit.
- Supporting Month end closing process.

SKILLS

- SAP HANA
- Tally.ERP 9
- UNI-ERP
- MS office

Professional Qualification

- **CMA - Intermediate Group 1** cleared with 54% from **The Institute of cost Accountants of India.**
- **B.Com** completed with 65% from Shree Chandra Prabhu Jain College,Minjur.
- **HSC** completed with 57% from Govt Hr Sec School,Kavaraipettai.
- **SSLC** completed with 59% from Govt Hr Sec School,Kavaraipettai.

Personal Details

Date of Birth : 05th June 1991
Father's Name : K.P.Venkatesulu
Address : No.555, Pudhurajakandigai (V),
Sirupuzhal Pettai (P),
Gummidipoondi (TK),
Thiruvallur (DT) – 601 201.
Languages Known : Tamil, English and Telugu
Marital status : Married
Total Experience : 10 Years
Current CTC : 7.53 Lakhs
Notice Period : 30 to 45 Days

Declaration

I hereby declare that the information stated above is true to the best of my knowledge.

Date :
Place : Chennai

(K.P.Sekar)