***JAGANKUMAR***

[***JAGANKUMAR.349030@2freemail.coM***](mailto:JAGANKUMAR.349030@2freemail.coM) ***.*** **

**Summary**

To Attain a challenging and Responsible position where I can contribute the best of my Academic background & Interpersonal skills and Efforts for the growth of the company.

**Working Profile**

Employer : **Galaxy Engineering Pvt Ltd.(HVAC Products.)**

No.30, 31.SamuvelNagar, Vadaperumbakkam, Chennai- 600 060.

Designation : Assistance Accountant.

Period : FromMay 2011- Jan-2017

**Employer Profile**

**Galaxy Engineering**is one of the leading HVACand Ducting ProductsManufacturing Company in India

The company sales all over India

**Educational Profile**

B.com. Bachelor of Commerce at JHA AGARVAL AGARSEN COLLEGE Chennai – 600 060. Secured from 2008-2011.

H.S.L.C (COMMERCE) from 2007(The MuthiyalpetHigher Sec.School, Chennai –600 001

## Technology expertise

* Operating system = Windows XP, Windows 7& 8
* Languages = HTML,
* Packages = Desktop publishing Adobe PHP.
* Accounting Package = Tally ERP 9.0 version.

## Job Responsibilities

* Maintenance of ledger Records
* Taxation (Sales Tax ,VAT ,CST & Income Tax)
* BRS (Bank Reconciliation statement)
* Profit & Loss Account, Balance sheet.
* Account Finalization.
* Knowledge of Inventory Records & Warehouse Stock keeping.
* Communicate with customers / Business areas on progress and closure of an issue / work at first

**Certification Courses**

1.Tally ERP 0.9

2.Inventory Store Management ( TUV Rheinland International Certified )

## Personal Details

Age & Date of Birth : 27& 15th AUGUST, 1989

Marital Status : Single

Nationality & Religion: Indian & Hindu

Mother Tongue: Telugu

**Languages known**

To Read, Speak & Write - English, Tamil

##### To Speak - Telugu

**Declaration**

I here by declare that above given details are true to my knowledge.