**Kannan** 

Email ID- **Kannan.361508@2freemail.com**

**Career Objective**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

**Career Summary**

* A detail oriented professional with excellent knowledge of accounts possesses rich experience of 23 years years of experience in financial planning, analysis and accounting principles GAAP.
* Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
* Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
* Innovator with creative skills and experiences to improve overall business processes.

**Personal Qualities**

* Strong analytical and problem solving skills.
* Unmatchable communication skills in Written and verbal both.
* Highly trustworthy, discreet and ethical.

**Technical Skills**

* Well versed with MS office (MS Word, MS Excel, MS powerpoint),Typewriting lower Level
* Experienced in working on Tally 9.0
* Internet Savvy

**Key Responsibilities Handled**

* Finalise the day's balance, and prepare and print management reports
* Investigate and reconcile discrepancies when they occur
* Complete accounting functions for classified transactions including bank transactions of stock,import, LC,TT and government bond trading.

**Achievements**

* Profit of organization increased by 3% in 2013-2014.
* Meet the deadlines of the projects.
* Reduce the maintenance cost and implement changes faster.

**Employer**

* Working as Accountant in NEOTECH COMPANY PVT LTD from 2013-present

**Academia**

* Certification in Tally 9.0
* M.com from Madras University.(Master Degree in Accountancy)

**Personal Details**

**Date Of Birth-** 01/07/1966
**Languages Known-** Tamil, English
**Address-** No 2, 40th Street

Shankar Nagar, Pammal

Chennai 600 075

**Passport No : J 0429067 Chennai,India (valid upto 2020)**

**Key Responsibilities Handled**

* Preparing and analyzing accounting records and financial statements reports with Tally ERP 9
* Assess accurately and confirm to reporting and procedural standards of the reports
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Studying the reports given by auditors and CA and submitting them to the management
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* A voiding outstanding expenses and managing the petty cash
* Establishing table of accounts
* Assigning entries to proper accounts
* Preparing periodic reports to compare budgeted costs to actual costs.
* Using accounting tools wherever necessary
* Handling ledger accounts and keeping the check for any invoices or payments
* Making use of technology to develop, implement, modify, and document recordkeeping and accounting systems
* Preparing forms and manuals for accounting and bookkeeping personnel
* Survey operations to ascertain accounting needs
* Recommend, develop, and maintain solutions to financial problems of the business
* Work as Internal&external revenue service agents.
* Taking care of resource utilization, tax strategies underlying budget forecasts and suggest management the solution
* Provide internal and external auditing services
* Advise clients in areas such as compensation, employee health care benefits, the design of accounting and data processing systems ,etc.
* Investigate bankruptcies
* Providing support to client in front of taxing authorities during litigation involving financial issues.
* Valuation of company assets and liabilities
* Serve as business valuators
* Preparing and filing Sales Tax, PF,Excise duty, Service Tax, ESI , TDS
* Maintaining Debtor and Creditor Ledgers and follow up of payments

**Employers**

* 1) 1993-1999 ------- :**Prevalent Star Pvt Ltd** (Malaysia)
* 7Years – as Accountant
* To report to the Manager- Preparing Cash, Sales Ledgers, Balance Sheets,Salary Bills ,Sales Tax Statements, Bank Balance Statements, Production Ledgers Liason with Bank and Sales Tax ,EPF, Insurance Departments
* 2) 2000- 2004 ------------- **Aishwarya Advertisiers (**Chennai, India)
* 5 years – as Senior Accountant
* Reporting to the Auditor - Preparing Cash Ledger,Maintaing Bank Accounts, Vat Tax using TALLY Computer Accounts Package Liason with Bank.
* 3) 2005 -2006 ----------- **Restoran Anuja Aman Puri** (Malaysia)
* 1 Year – as Accountant
* Reporting to Senior Accountant- Preparing Cash, Sales ,Purchase Ledgers,Pro/Loss Account, Balance Sheet, Salary Bills,Sales Tax etc.
* 4) 2007-2009 ---------- **R.B.A.N.C.Higher Sec School** (Chnnai,India)
* 3 Years –as Jr.Asst/Accountant
* Reporting to Govt Education Department - Preparing Various School Fund Account Statement, Balance Sheet,Income Tax, Professional Tax Accounts,Ecs Salary Bills,PF Accounts , Bank Reconciliation Statements etc. Liason with Bank, Govt Education Dept
* **5) 2010** ------------- **Aristo Leather Exports** (Chennai **– 44)**
* **As Senior Accountant( 1 Year)**
* Complete accounts, Sales Taxt,Lc,Bank Reconcilation,Export,Import Documents,RTGS, other transactions,TDS preparing Balance Sheet, using Tally ERP 9 Reporting to Auditor
* **6)** **2011(January)- 2012** -------- **Prompt Trade Fairs I Pvt Ltd**(Chennai-6)
* **2 Years as Accountant**
* Reporting to the Auditor - Preparing Final Accounts, Maintaining Bank Accounts, Reconciliation , Service Tax, TDS using TALLY Computer Accounts Package Liaison with Bank.
* **7)** **2013(January)- Till date** -------- **Neotech Company I Pvt Ltd**(Chennai-102)
* **As Senior Accountant**
* Reporting to the Auditor - Preparing Final Accounts, Maintaining Bank Accounts, Reconciliation , TT, LC ,Sale Tax,CST, TDS using TALLY ERP 9, Liaison with Bank.PF,ESI e-filing.

Expected CTC: INR 100,000.00 with other perks and free accommodation, transport, medical

Place: Chennai 600 075

Date: 23-3-2017