**SAKTHIVEL**

**Email** : **SAKTHIVEL.374027@2freemail.com**

**CAREER OBJECTIVE**

 In pursuit of my instinct passion expertise and experience in the field of Accounts & Taxation. To participate as a team member in a dynamic work environment focused on promoting business growth by providing superior value and service.

**KEY COMPETENCIES & SKILLS**

* Able to work independently and with the Team, Hardworking, goal Oriented, Adaptive, Sincere and Supportive.
* Good Leadership skill to set goal, empowerment and performance evaluation.
* Strong problem solving skills to resolve issue quickly and fairly.
* DCA with Tally Certified Professional.
* Experience in US and India Tax Process

**CAREER EXPERIENCE**

****

**Hatsun Agro Products Ltd, Madurai, India**

* **Assistant Sales Officer in Feed and Nutrition Department for Cattle (6 Months)**

 It is the largest private sector dairy company in India. It was founded by R.G. Chandra Mohan in 1986. The company also awarded ‘Fastest Growing Asian Dairy Company’.

**Responsibilities**

* Arranging the appointments with Farmers, Centre In charge and Bulk Vendors, which may include pre arranged appointments or Cold calling.
* Making presentation to the Farmers, center In charge and Bulk vendors.
* Organizing the Conference for milk producer, farmers and bulk Vendors.
* Building and maintaining the relationship with other department sales staff and administration staff.
* Keeping detailed records of all Centre.
* Reaching monthly sales target.
* Planning work schedules and weekly time tables.
* Monitoring the competitor’s activity and products.
* Regularly attending the company meeting and discussing about our way of success and way to facing the difficulties in our field.



 **GK Management Services India Ltd, Coimbatore, India**

* **Tax Processor in US and India Tax. ( Nov 2015 to Nov 2016)**

 It is one of the reputed management services companies head quartered in Tamilnadu, India. The company has the reputation of being strong management concern which offers an all encompassing range of services.

**Responsibilities :**

* Tax processor must enjoy providing the customer service and be reliable.
* A high attention to detail and excellent organizational skills are also important
* Clear communication with the client by verbally and writing
* Proficiency in computer programs, such as Microsoft Word and Excel.
* Using equipment such as fax machine, scanner and copiers.
* Having basic mathematical skills
* Handling sensitive and confidential information properly.
* Performing the clerical duties.

 **Documentation**

* File the return for US Clients ( Federal Return, State Return, City Return)
* File the India IT Return for Clients
* Reconciliation Statement for Tax Payment (Original and Company)
* Prepare the TDS calculation for Domestic Employees (By Excel Format).
* General Ledger, Accounts Payable process.

**ACADEMIC QUALIFICATION**

**• MBA** [2014] with aggregate of 71% from **SNS College of Technology**, Coimbatore, India.

* **B. Com** [2012] with aggregate of 67% from **NGM College**, Pollachi, India.

**SKILL SET**

* Tally 9, ERP
* MS Office - Word, Excel, PP.
* Type writing – Junior English

**PROJECTS**

**Consumer Buying Behavior** of **IDBI Federal Life Insurance** inCoimbatore Circle

 **Description :** Factors affecting the Behavior of Buyers for purchasing insurance Products.

 **Duratiom :** 5 Months

**• Summer Project** in **GK Plastics**, Coimbatore.

 **Description :** Overall Study about the Industry.

 **Duratiom :** 1 Month

**• Institutional Training** in **Auditor Office,** Palani.

 **Description :** To know Tax Filling, TDS Calculation, PAN Registration and Bank Audits

 **Duratiom :** 1 Month

 **PERSONAL DETAILS**

**Date of Birth** : 16 - May – 1992

**Gender**  : Male

**Martial Status** : Unmarried

**Nationality** : Indian

**Hobbies** : Reading Books, Surfing, Cooking

**Language** : Tamil, English and Kannada (Speak only)

**DECLARATION**

 I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Date** : Yours Truly,

**Place** :