**RAVISHANKAR Email:** psrsankar-391085@2freemail.com

**Objective:**

Seeking a challenging job in a reputed organization

 and contribute towards harmonious work culture in a professional environment.

**Professional Experience:**

1. **Orchid Designs Private Limited Since September ’2007**

**Designation“Manager – Accounts”**

**Work Profile:**

Finance & Accounts

* Preparing and maintaining statutory books of accounts, debtor & creditor accounts and financial statements, ensuring compliance with time & accuracy norms,
* Preparation of wage statement for the worker and Staffs and Takeing Care of Final settlement of Worker & Staff.
* Handling the Inter Company Transactions, Reconciliation and reporting to Management.
* Ensuring timely payments be made to Creditors & reconciliation.
* Controlling & getting approval from management for all bank & cash payments.

Taxation & Auditing

Carrying out the quarterly submission of the TDS Returns and monitoring the tax deductions and timely payment

Taking care of the issuance of Form 16 A

Tracking PF And ESI activities– deductions & submission to PF & ESI Department

Taking care of the Forex Remittance and Import Payments through Form A1/ A2 and opening both Local and foreign - Letter of Credit.

1. **M/s. Sterling Resorts Home Finance Ltd Group of Sterling Holiday Resorts (I) Ltd CompanyFebruary 1995 to August 2007**

**Designation “Accountant Cum Cashier”**

**Work Profile:**

Cash/Bank Book Maintenance, Petty Cash Book Maintenance, Preparation of Cash/Bank/Journal Vouchers, Preparation of Bank Reconciliation Statement, Preparation of Bank Advice, Bank Transaction,, Preparation of TDS Forms, Preparation of ESI/PF Challans, Daily Cash Expenses and Cheque Clearing Details Reporting to Managing Director, Preparation of Cheque and issued to Party, , Preparation of Year Ending Audit Schedules and Accounts Finalization, Miscellaneous Work.

**Academic Qualification*:***

## B.Com Bachelor of Commerce – Madras University 1991 to 1994

**Technical Knowledge:**

**ADCA** (Advanced Diploma in Computer Application) at Brilliants Computer Center.

English Typing (Junior Grade)

Work Experience in Tally 9

**Personal Details*:***

Father’s Name : P N SAMABANDAM

##### Date of Birth : 10-09-1972

Marital Status : Married