# **RESUME**

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| **MAKADEVAN** **ACCOUNTANT** E-mail: makadevan-393898@2freemail.com  | C:\Users\The Boss\Downloads\E4F20D41-3C9F-48A0-88EE-8A6DF9F3D7D3.jpg |

### OBJECTIVE

Highly efficient Accountant professional with exceptional documentation management skills and process development expertise. Skill working with accounting software programs, including Tally ERP9 6.5.2 version& MS Office. Driven and enterprising people –person with attentive nature and in-depth M.J.INDUSTRY experience. Focused Account specialist with 7 years of experience. Adept at writing detailed reports and budgets, completing detailed financial analysis and planning strategically for top client services. Detail-oriented with extensive knowledge of cash and record maintenance and comprehensive account reconciliations.

### SKILLS

* Accounting procedures consultant
* Ms- Office Suite
* Accounting payable and receivable
* Process optimization
* Data entry
* Cash flow analysis
* Closing processes
* Financial reporting specialist
* Accounting operations professional
* Administrative support
* Self- motived professional
* Account reconciliation
* Tax law understanding

### WORK HISTORY

**JULY 2012 - ACCOUNTANT**

**JULY 2019 CHENNAI**

* Completed daily cash functions like account tracking, payroll and wages allocations, budgeting, donating and all types of cash and banking reconciliations with 90% accuracy.
* Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
* Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
* Accurately calculated deductions and processed payroll 72 employees.
* Maintained and processed invoices, deposits and money logs.
* Generated and submitted invoices based upon established accounts receivable schedules and terms.
* Processed payroll and calculated deductions by accurately using Tally ERP9 &Ms-Excel to secure payment tracer abilities.
* Used accounting software to issue tax returns and prepare consolidated reports.
* Analyzed monthly balance sheet accounts for corporate reporting.
* Reviewed and processed client payments, including electronic payments and cheque deposits.
* Maintain EPF & ESI register and payment filling.
* GST Registration and Return filling.
* Accurately documented all cash, credit, fixedassets, accrued expenses and line of credit transactions.
* Prepared and filed service Tax, Vat Return and E-TDS Return tax forms for commercial and individual clients.
* Used Ms-Excel Advanced V-lookup, pivottable, visual basic for employee’s data.
* Errors clearing for system technical software,network and printers problems solved.

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### EDUCATION

* JUN 2007- **B.COM**
* MAY 2010 Bharathidasan University –Tiruchirappalli, Tamilnadu.
* July 2010 - **M.COM**
* Apr 2012 Bharathidasan University –Tiruchirappalli, Tamilnadu.

### SOFTWARE

* Tally ERP 9 (6.5.2 version)
* MS Office
* Computer cum Internet Literacy Programming.(CLC)

### PERSONAL DETAILS

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| Date of BirthSex  | 09.09.1989Male |
| NationalityLanguage Known | IndianTamil, English. |
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DECLARATION

 I hereby declare that all the above particulars are true to the best of my knowledge.

 Signature

  **[MAKADEVAN]**