

Date: 18.02.2023

Dear Sir,

Sub: Application for suitable Executive Post in ACCOUNTS DEPT and SCM

With reference to the above. I am attaching here with my detailed CV for your perusal.

I am a Graduate in Commerce from Madurai Kamaraj University of Tamil Nadu.

In addition, I have successfully completed two Diploma Courses, i.e. Diploma in Salesmanship (DSM) from Madurai Kamaraj University and Diploma in Computer Applications (DCA).

I am having experience of more than 6 years 8 Month in Accounts and SCM Department in Construction industry and Transportation and have independently handled Accounts and Billing. I am acquainted with working knowledge of various accounting packages such as SAP, & ERP,

I can speak Telugu, Hindi, Malayalam, and as well can also Speak, Read and Write in Tamil, and English. Further, I am willing to work anywhere in India / Abroad.

I remain as an individual poised to take up the challenges assigned to me and accomplish them to the best of my abilities.

Thanking you and with regards.

Yours Sincerely,

P Balamurugan

CURRICULUM VITAE

P Balamurugan

CONTACT: ☎ +918317506976

Mail: balapillaiyar94@gmail.com

OBJECTIVE

By virtue of my sincere & hard work, would like to be a key factor in the Success and Development of the organization.

EXPERIENCE

More than 6 years 8 Month experience in Accounts Department in different capacities in different organizations. Well versed with Accounts and Billing works *with working knowledge of various accounting packages such as SAP & ERP.*

A) Period: Since 20th April- 2022 to

Post Held: Commercial Officer

Company: M/s. KEC INTERNATIONAL Ltd, (TUTICORIN Airport Site
173 Cr Projects Value)

- a) Maintenance of projects Accounts,
- b) Preparations of MIS Monthly Report.
- c) Contractor Bill Checking & Entry in SAP,
- d) Supplier Bill Checking and Entry in SAP, /Hire Bill also
- e) Cash in Hand Maintenance,
- f) Preparations of Monthly Labilities Statement,
- g) Maintenance of HR & Admin Bill Checking & Entry in SAP,
- h) Preparation of Client Bill RA Summary and Payment Statement.

B) Period: Since 15th Nov- 2021 -15th April-2022

Post Held: Officer Accounts

Company: M/s. TATA PROJECTS Ltd, (HO COE Office)

- i) Maintenance of projects Accounts,
- j) Preparations of JV entry of vouchers

- k) Contractor Bill Checking & Entry in ERP, / Preparation of Store Recovery GST Invoice (Debit Note),
- l) Supplier Bill Checking and Entry in ERP, /Hire Bill also
- m) Cash in Hand Maintenance,
- n) Preparations of Monthly Labilities Statement,
- o) Maintenance of HR & Admin Bill Checking & Entry in ERP,

Period: Since 17th Feb 2020 to 15th Nov 2021

Post Held: Sr Assistant Accounts

Company: M/s. Gaja Engineering Pvt Ltd, (60 Cr TYP5 5X800MW Power plant-TS)

- p) Maintenance of projects Accounts,
- q) Preparations of JV entry of vouchers
- r) Contractor Bill Checking & Entry in ERP, / Preparation of Store Recovery GST Invoice (Debit Note),
- s) Supplier Bill Checking and Entry in ERP, /Hire Bill also
- t) Cash in Hand Maintenance,
- u) Preparations of Monthly Labilities Statement,
- v) Maintenance of HR & Admin Bill Checking & Entry in ERP,

B) **Period: Since 13th May 2019: to 21 Nov 2019**

Post Held: Assistant Accounts Executive / Commercial Head

Company: M/s. HALIDON LOGISTICS Limited, Coimbatore

[For the work of M/UltraTech CEMENT Limited
Tamil Nadu.)

Nature of work / Responsibilities:

- a) Maintenance of projects Accounts,
- b) Preparations of MIS Monthly Report.
- c) Contractor Bill Checking & Entry in SAP,
- d) Supplier Bill Checking and Entry in SAP, /Hire Bill also.
- e) Cash in Hand Maintenance,
- f) Preparations of Monthly Labilities Statement,
- g) Maintenance of HR & Admin Bill Checking & Entry in SAP,

h) Preparation of Client Bill RA Summary and Payment Statement.

C) **Period: 06.01.2016 TO 11.05.2019**

Post Held: ASSISTANT ACCOUNTANT

Company: M/s. **TATA Projects Limited**, (Project site: Coal Handling Work, at NTPC Limited, Lara Super Thermal Power Project, Village: Chappora, Pussore Tehsil, Raigarh, Chhattisgarh 496 440) (On contractual basis)

Nature of work / Responsibilities:

- a) Maintenance of Project Accounts,
- b) Preparation and entry of vouchers.
- c) Preparation of Bank Reconciliation Statement periodically.
- d) Preparation of Client bills, Verification & Submission of Client bills,
- e) Follow up with client for certification of invoice and collection of payment.
- f) Contractor Bill Checking & Entry in ERP, / Preparation of Store Recovery GST Invoice (Debit Note),
- g) Ensuring Reconciliation of Sub Contractor Billing Vs Client Billing, and Supply Billing Reconciliation Statement,
- h) Statutory compliance like TDS, VAT, CST, Entry Tax, and Construction Cess.
- i) Preparation of SIT Bill GST Invoice and Billing Debtor analysis list, & billing inflow and outflow Statement,
- j) Follow up with clients for collection of C forms, E1/E2 forms MIS etc. and site banking Work,

OTHER WORKS:

Preparation of Periodical BANK Reconciliation Statements and Reconciliation of Client Billing

AUDIT RELATED Coordination with Internal & Statutory Auditors, attending to audit works and timely compliance of audit reports.

STORES RELATED periodical verification of stores records and physical verification of stocks. Preparation of stock statements and provide information to management regarding slow/nonmoving material. Preparation of Store Recovery GST Invoice.

D) **Period: 01.11.2014 TO 15.07.2015**

Post Held: ASSISTANT OPERATION

Company: M/s. V Trans India Limited, Salem

Nature of work / Responsibilities:

Maintenance of Operation,

Preparation of Daily Accounts, Bill Receipt, Bank Voucher, Data Entry, Material Auditing & Material Booking & Billing,

Preparation of Vehicle bills, Verification & Passing Vehicle Bill for E cargo

Core Competencies

PREPATION OF MIS:

- A) Preparation of Client Bills with Amount wise analysis
- B) Preparation of TDS (Client Supply Bill & Civil, Mech ER) details
- C) Preparation of Service Tax Information
- D) Details of Client Dedication in VAT / WCT Amount statements,
- E) Details regarding collection of TDS / WCT certificates from the client
- F) Preparation of Client Bill statements,
- G) Preparation of billing outstanding statements,
- H) Preparation of Debtors analysis,

LIAISON WITH CLIENT: Regarding collection of outstanding payments and for collection of various details regarding deductions from Running SIT Bills, expired, collection of WCT & TDS certificates etc.

Areas of work: Construction/ Power projects/ Engineering /Manufacturing/

Educational Qualification

Qualification : B.Com., of Madurai Kamaraj University from Rajapalayam Raju's College in year 2014

Subjects studied: Accounts, Auditing, Income tax & Management Accounting, cost Accounting, Financial Accounting, HRM, OR and Economic, Entrepreneur & salesmanship, Export and International Traders, Mathematics,

Key Skills

Microsoft Office and accounting packages like Tally, & E cargo, ERP, SAP, Vlookup, Pivot Table,

Service Tax, VAT, Taxation, Auditing, GST,

TDS, CST, E TAX, Bank Reconciliation, C-form,

Personal Particulars

Nationality: Indian.

Marital Status: UnMarried.

Date of Birth: 10 Feb 1994.

Languages known: Tamil, English, Hindi & Telugu. Malayalam

Contact Information

Address: P Balamurguan
S/o Shri K Pillaiyar
1/144, Mariamman Kovil Street
Ammiappapuram, Chattiarpatti (PO) Rajapalayam,
Virudhunagar (Dist.) -Tamil Nadu-626122, INDIA.

Mobile: +918317506976, 7993178363.