**Resume**

MARIMUTHU.P, B.B.A,

No 1/489. Manikkavasagar Street,

MGR Nagar, Mokkondapalli, Hosur, 635 126.

Mobile: +91 8111019580,

Mail: [marimuthupalani03@gmail.com](mailto:marimuthupalani03@gmail.com)

Highly organized and diligent professional drawing upon Nine years of experience in accounting and finance to contribute to smooth and productive operations. Collaborate cross-functionally across organizational levels to build consensus, track benchmark achievement, and troubleshoot emerging issues.

- Core Competencies –

Bookkeeping: AP, General Ledger Account Reconciliations,

Communications

Positive Teamwork and Collaboration

**TALLY ERP 9, Oracle ERP, TDS Saral Package & SAP HANA**

**PROFESSIONAL EXPERIENCE**

**Taichuang Engineering India Private Ltd. Hebbagodi., Bangalore.**

Executive – Accounts

Sep -2023 to Still Now.

* TDS – Preparation of monthly payment report.
* Payment made within due date & Maintaining records.
* Quarter return filling – 24Q, 26Q & 27EQ.
* Issue Form 16 to supplier & Employees
* GST Returns: Preparation and submission of GSTR 3B, GSTR 1,
* Record Maintenance on GST
* GSTR2A Scrutiny & Follow Up with suppliers.
* Month end Books closing.
* Daily Bank & Cash Book Maintaining.
* Accounts payable & accounts receivable following.
* Every Month Supplier & Customer Ledger reconciliation.

**Hatsun Agro Product Ltd., Palacode.**

Executive – Accounts

May-2021 to Sep -2023

* TDS – Preparation of monthly payment report.
* Payment made within due date & Maintaining records.
* Quarter return filling – 24Q, 26Q & 27EQ.
* Issue Form 16 to supplier & Employees
* GST Returns: Preparation and submission of GSTR 3B, GSTR 1,
* Record Maintenance on GST
* GSTR2A Scrutiny & Follow Up with suppliers.
* Monthly & Yearly Provision
* Month end Books closing
* Dairy Reporting to MD
* Daily Bank & Cash Book Maintaining
* Month end Books closing

**Knitvel Needles Private Ltd., Hosur.**

Officer - Accounts

July -2012 to Apr- 2021

Handled and optimized all accounting operations, scope of responsibilities includes Accounts Payable.

* GST Returns: Preparation and submission of GSTR 3B, GSTR 1,
* Record Maintenance on GST
* GSTR2A Scrutiny & Follow Up with suppliers.
* Central Excise Return Prepare & Filling
* Sales Tax Return Prepare & Filling
* TDS – Preparation of monthly payment report.
* Payment made within due date & Maintaining records.
* Quarter return filling – 24Q, 26Q & 27EQ.
* Issue Form 16 to supplier & Employees
* Monthly & Yearly Provision
* Debit Note & Credit Note Entry
* Verifying & processing bill for payment to ensure TDS applicability.
* Regular follow up of records on Stores inward and outward
* Creditors ageing statement on Monthly basis.
* Processing the Pre - Payment & Due Payment for the vendors on age wise
* Import Bill Booking & Custom duty payment.
* Balance sheet GL Reconciliation on monthly basis

**ACHIVEMENTS**

* Attending all the audits & Balance Sheet Work (Internal and Statutory Audits)

**EDUCATION**

* + Bachelor of Business Administration from Thiruvalluvar University in Year 2009 – 2012 Thindivanam Villupuram.
  + 12th Std. from Govt Boys School passed in Year 2009. Palacode.
  + 10th std. from Govt Boys School passed in Year 2007. Palacode

**BASIC INFORMATION**

Father’s Name : Mr.Palani

DOB : 18.03.1992

Nationality : Indian

Marital Status : Married

Languages Known: English, Tamil (Read, Write)

Permanent Address: 1/93, Kavappatti Village, Belarahalli (Po), Palacode (TK), Dharmapuri ( DT) Tamilnadu-636808.

Place: Yours Truly

Date: MARIMUTHU.P