

CONTACT

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OBJECTIVE

To see, learn, understand and constantly upgrade my knowledge and skill and to make a difference in whatever I do.

EXPERIENCE

6.12.2017 -
20.12.2019

- **Accountant**
MNC Associates Pvt Ltd
 - Tally data entry including sales, purchase, receipts, payments, bank reconciliation statement, and preparation of debtors / creditors statements.
 - Receiving and processing all invoices, expense forms and requests for payments.
 - Knowledge of returns for GST.

24.3.2019 -
10.12.2019

- **Accounts Executive**
Renuga Farm Fresh
 - Tally data entry including sales, purchase, receipts, payments, bank reconciliation statement, and preparation of debtors / creditors statements
 - Receiving and processing all invoices, expense forms and requests for payments.
 - Handling petty cash, preparing bills and receipts.
 - Maintaining accounting records, making copies, filing documents, etc
 - Knowledge of returns for GST.

12.12.2019 -
25.12.2021

- **Admin & Accounts Assistant**
Farmgate Coffee
 - Entered and maintained departmental records in company database.
 - Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.(For Petty Cash)
 - Tally data Entry Including Sales, Purchase, receipts, payment, bank reconciliation statement and preparation of debtors and creditors statement.
 - Receiving and Processing all invoice, expense forms and request for payment.
 - Maintaining accounting records, making copies, filing documents,etc.
 - Payment cheques preparation & Payment follow up from Debtors.

01.01.2022 -
06.03.2023

- **Account Assistant**
AdSense
 - Tally data Entry Including Sales, Purchase, receipts, payment, bank reconciliation statement and preparation of debtors and creditors statement.
 - Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting. (For Petty Cash)
 - TDS Preparation for contractors on regular basis.
 - GST and TDS Filing preparation Monthly.
 - Payment Cheques preparation & payment follow up from Debtors.
 - Outstanding of debtors and creditors statements.
 - Receiving and Processing all invoice, expense forms and request for payment.
 - Maintaining accounting records, making copies, filing documents,etc.

20.03.2023 -
10.4.2024

- **JRE**
Muthoot Finance Ltd
Handling Customers, Maintaining good relationships with clients & maintaining Customer Accounts by Handling Bulk Cash. All Accounting Transactions. Follow up on Interest collection and NPA accounts.

15.4.2024 - Till Date

- **Accounts assistant**
SMK Associates
 - Monitoring daily communications and answering any queries.
 - Preparing statutory accounts.
 - Ensuring payments, amounts and records are correct.
 - Working with spreadsheets, sales and purchase ledgers and journals.
 - Recording and filing cash transactions.

- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.
- Updating and maintaining procedural documentation.
- Ability to work as part of a team and take direction accurately.
- Analytical thinker and problem solver.
- Administrative skills.

EDUCATION

- | | |
|------|--|
| 2024 | <ul style="list-style-type: none">• Bharath University
MBA Finance |
| 2017 | <ul style="list-style-type: none">• Apollo Arts & Science College
B.Com |
| 2014 | <ul style="list-style-type: none">• Sri Venkateshwara Mat.Hr, School
HSC |
| 2012 | <ul style="list-style-type: none">• Sri Venkateshwara Mat.Hr, School
SSLC |

SKILLS

- Tally
- Windows and Ms office

LANGUAGES

- Tamil
- English

PERSONAL DETAILS

- Date of Birth : 28.06.1995
- Marital Status : Single
- Nationality : Indian
- Gender : Male
- Place : Chennai

ADDITIONAL INFORMATION

I hereby declare that the particulars of information stated above are true correct and complete to the best of my knowledge and belief