



RAJKUMAR.E

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CAREER OBJECTIVE

"I am seeking an opportunity to merge my initiative, enthusiasm with **6.6+ Years** of proficiency to add value, both to the organization and myself. To aim at expanding my horizons and developing skills in the field of "Finance & Accounting" and to work in a dynamic environment that provides opportunities for my growth."

AREA OF EXPERTISE

|Accounts Payable | Accounts Receivable | Book Keeping | Profit & Loss Statement| Cash Maintenance|
| Taxation |General Accounting | Petty Cash Management

EDUCATIONAL CREDENTIALS

- **B.Com [Computer Application]** - Madurai Kamaraj University Evening College, Dindigul -2018
- **MBA [Finance]** - Madurai Kamaraj University Evening College, Dindigul- 2022

CERTIFICATION

- **Data Entry Operator** - Government Certificate Course, Madurai - 2017
- **Tally ERP 9** - CSC Computer Education, Manapparai - 2016 - 2017
- **Diploma [Computer Application]** - Sharp land Computer, Dindigul - 2008

TECHNICAL SKILLS

- **Operating System** : Windows 2000/XP/7/8.1/10/11
- **Office Packages** : MS Outlook/2000/9/7/10, MS Office
- **Software Knowledge** : QuickBooks, Tally ERP9 & Prime, (SAP - Short term)

WORK EXPERIENCE

- **Freelancer - Accountant** Feb 2024 to till date statutory compliance in accounts for various clients at a small firm that handled projects. Ex: PF, TDS, ESIC, BRS, Accounting and GST Preparation.
- **Makeen Energy India Pvt Ltd** - Oct 2023 to Feb 2024 Chennai as Account Executive (CPCL LPG Plant Project)
- **Base Educational Services Pvt Ltd** - June2023 **Aug2023** - Bangalore as Accounts Executive
- **Freelancer - Accountant** Mar 2022 to May2023 statutory compliance in accounts for various clients at a small firm that handled projects in many industries.
- **Aug 2020 to Feb 2022** - Aathmika Holdings Private Limited, this is a contract - Chennai as Accounts Executive. Thorough knowledge with statutory compliance of deducted and collected taxes via GST, TDS, ESIC & EPFO etc.,
- **Dec 2019 to Aug 2020** - Prepared monthly billing statements & statutory compliance in accounts for various clients at a small firm that handled projects in many industries.
- **Aug 2018 to Nov 2019** - ISC Global Solutions Pvt Ltd / Innospire Systems Private Limited, Chennai as Junior Accountant.

Roles & Responsibilities:

- ⊙ Prepare, examine and analyse accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- ⊙ Receiving and processing all invoices, expense forms and requests for payments.
- ⊙ Ensuring that the balance sheet is reconciled on a monthly basis and any old items are followed up in a highlight report. Evaluated and reconciled all statements and managed all inquiries.
- ⊙ Responsible in documentation of financial transactions by entering account information.
- ⊙ Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. (Software - QuickBooks)
- ⊙ Maintaining accounting records, making copies, filing documents, etc.,
- ⊙ Thorough knowledge with statutory compliance of deducted and collected taxes via **GST, ESIC, EPFO, TDS & PT** etc.,
- ⊙ Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- ⊙ Enters, updates, and/or retrieves accounting data from automated systems.
- ⊙ Examining financial accounts and related documents and writing reports.
- ⊙ Maintenance of Bank Reconciliation Statement.
- ⊙ Involved in payroll processing supported by real time exposure to the payroll software.
- ⊙ Designing the pay slip with all statutory & other deductions for employees.
- ⊙ Prepare leave encashment & gratuity for actuarial valuation.
- ⊙ Processing and issuing employee pay checks and statements of earnings and deductions.

▪ Aug 2017 to Feb 2018-Mano International, Dindigul as Admin Accounts Executive

Roles & Responsibilities:

- ⊙ Prepare customer statements, bills and invoices, and reconcile expenses to the general ledger.
- ⊙ Prepare monthly receivable statements.
- ⊙ Calculate and post receipts to appropriate general ledger accounts and verify details of transactions, such as funds received and total account balances.
- ⊙ Compile and sort documents, prepare and post invoices and credit and debit memos.
- ⊙ Work with collections personnel to verify status of delinquent accounts and solicit payments on overdue accounts.
- ⊙ Administered and distributed various vouchers and gather approvals from managers.
- ⊙ Maintained and updated all account payable data and ensure accuracy in general ledgers.
- ⊙ Monitored all payment submission and ensured processing within respective terms and conditions.

▪ Aug 2015 to Jul 2017 -Angel Tax Consultancy, Dindigul, as Assistant Accountant

Roles & Responsibilities:

- ⊙ Perform monthly sales and use tax compliance.
- ⊙ Review taxability of items for sales and use tax purposes as well as applying tax codes on a monthly/quarterly basis.
- ⊙ Apply for Sales and Use tax certificates.
- ⊙ Applying technical knowledge of tax laws, regulations, rulings, and court decisions in order to successfully analyse and properly resolve audit issues.
- ⊙ Completing audit reports that clearly define technical and factual conclusions, and submitting them within the prescribed time frame.
- ⊙ Reviewing and analysing both manual and electronic records when determining taxpayer compliance.
- ⊙ Identifying audit candidates and conducting audits in such a manner as to preserve the statute of limitations

PERSONAL DETAILS

Name	Rajkumar E	Languages	Tamil/English
Father's Name	Eswaran A	Date of Birth	12-07-1987
Sex	Male	Marital Status	Married
Nationality	Indian	Current Location	Chennai
Age	36	Native Place	Karur District

DECLARATION

I (Rajkumar.E) hereby declare that the above information given by me is true to the best of my knowledge.

Place: Chennai

Yours Sincerely,

Date:

(Rajkumar E)