



ARCHANA RAMACHANDRAN

Looking forward to join a well-reputed organization as an accountant in order to utilize my skills & qualifications in accounting and auditing which I can interact and work efficiently in a dynamic environment to prove myself, where I can pursue my ambitions and succeed within a cooperative team

Highlight of Skills

- Record-to-report (R2R)
- Liquidity & Working Capital
- Reconciliation of Accounts
- Payroll & Benefits
- Receivables & Payables
- GST, TDS, VAT & Filing
- Accruals & Deferrals
- Closing Procedures
- Financial Statements
- ERP Software Management

IT Skills

- MS Office
- TALLY ERP 9
- Peachtree
- Confident to do any accounting software

Experience

Key Concepts IT Services LLP (November 2021 – December)

- Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
- Handling Bank accounts, petty cash for the Treasury Management and cash balances in each bank accounts and Inform to Management if shortage of fund, or fund reqd. in Bank on particular date to clear PDC issued
- Reconciliation of Bank a/c , purchase a/c, sales a/c, vendors a/c , customers a/c , Inter & associated Co a/c, owner's c/a, deferred and prepaid a/c

Institute Of International Accounts (April – September)

- Performing general accounting and reporting tasks, including processing journal entries, calculation of accruals, posting and process allocations.
- Preparation of Payroll including salary transfer list to the banks complying WPS and payroll slips.
- Prepare accurate work papers, schedules, and reconciliations for audit purposes
- Preparing & provide documents to legal departments for legal problems

Strengths

- Accuracy
- Adaptability
- Conflict resolution
- Delegating skills
- Time management
- Work under pressure

Languages

- English
- Hindi
- Tamil
- Malayalam

- Maintaining and recording monthly accruals, Prepaid, Differed, Depreciation & Amortization, provisions and other adjustments on monthly basis
- Preparation of Financial Statements, Balance Sheet, Profit & Loss statements, Trial Balance, Statement of Equity, Cash flow statements, MIS reporting, etc.. statements to FTA
- Confident to do GULF VAT and GST

Cheeran's Yamaha

- Preparing LPO, maintaining purchase records, follow up the suppliers for materials, managing their payments & calculating supplier credit periods.
- Perform periodical verification of stock inventory positioning and moving

Education

- Master of COMMERCE (M.COM in Finance) Bharatiar University, 2017
- Bachelor of Commerce (B.Com in CA) - Bharatiar University, 2014.

Certifications

- Certificate in International Financial Accounting - Institute of International Accountants 2021
- Certificate in Diploma in Indian & Foreign Accounting – International Association of BookKeepers

Personal Details

Date of Birth : 09th feb 1995
Nationality : Indian
Marital Status : Married
Religion : Hindu
Hobbies : Reading, Gardening, Listening Music

References

References will provide upon request