

KIRUTHIKA PRIYADHARSHINI R

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OBJECTIVE

To be part of an Accounts/Finance Team that dynamically work towards growth of the organization and would give me an opportunity to enhance my knowledge and skill to deliver more for the growth of the organization.

EDUCATION

Bachelor of Commerce

Agurchand Manmull Jain College, Chennai

3 Years, (2009 – 2012)

EXPERIENCE

RBN STORES

Senior Accountant & GRN- Finance & Accounting

1 Year 7 Months. (June 2024 – February 2026)

- Updating the Petty Cash for daily expenses
- Updating the monthly outstanding for Purchase invoices
- Daily cheque payment for Vendors and also updated in the system
- Updating the GST filing for monthly bases for Company auditing
- Updating the Daily Sales Report for Company References
- Month wise Bill filing and checking for Auditor Reference
- Monthly Salary for Staff through Cash Payment

Selburose Trading Pvt.Ltd

Senior Accountant & GRN- Finance & Accounting

3 Months. (December 2023 – April 2024)

- Updating the Petty Cash for daily expenses
- Updating the monthly outstanding for Purchase invoices
- Daily cheque payment for Vendors and also updated in the system
- Updating the GST filing for monthly bases for Company auditing
- Updating the Daily Sales Report for Company References
- Month wise Bill filing and checking for Auditor Reference
- Monthly Salary for Staff through Cash Payment

Total Experience

4 Years and 7 Months

Certifications

- Tally ERP 9

Technical Skills

- Shukra Software
- Gofrugal Software
- MS Office

Tharun Global Impex Enterprises Pvt.Ltd

Senior Accountant- Finance & Accounting

2 Years and 9 Months. (March 2021 – Till Date)

- Updating the Petty Cash for daily expenses
- Updating the monthly outstanding for Purchase invoices
- Daily cheque payment for Vendors and also updated in the system
- Updating the GST filing for monthly bases for Company auditing
- Updating the Daily Sales Report for Company References
- Month wise Bill filing and checking for Auditor Reference
- Monthly Salary for Staff through Cash Payment

SEKAR EMPORIUM TEXTILE & SEKAR MART Pvt.Ltd Chennai

Accountant - Finance & Accounting

1 Year and 7 Months. (Aug 2019 – March 2021)

- Updating the daily and monthly bases of sales and purchase details for Audit Purpose
- Updating the Petty Cash for daily expenses
- Updating the monthly outstanding for Purchase invoices
- FAASAI Payment done through online
- Daily cheque payment and also NEFT payment for Vendors and also updated in the system
- Updating the GST filing and Payment also done for monthly bases for Company auditing
- Updating the Daily Sales Report for Company References
- Month wise Bill filing and checking for Auditor Reference
- Monthly Salary and Yearly Incentive for Staff through Cash Payment
- Updating the E-Way billing for transport purpose
- All online payment done for government and corporation taxes and EB Bill

AWARDS & ACTIVITIES

- Perfect year ending closing coordinate with Auditing team
- Create a new Macro in Excel for daily rotational simplification

PERSONAL DOSSIER

Nationality	: Indian
Date of Birth	: 16 th November, 1991
Marital Status	: Married
Languages Known	: English and Tamil
Hobbies	: Reading Books, Listening music