

SHANMUGAM S

127/40, Mettu street,
Ammamet,
Salem-636003.

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CAREER OBJECTIV E

To enter a reputed company which uses my skill entirely and I will make sure that I strive for its progress and hence be an asset to that company.

PROFILE

Listening and communicating, building relationship, team bonding, problem solving, lateral thinking and Involvement, Fast learner.

ACADEMIC QUALIFICATION

- **M. Com – (2015-2017)**
AVS college of arts and science, Salem.
Aggregate Percentage:72%
- **B. Com - (2012-2015)**
Vysya College of Arts & Science, Salem.
Aggregate Percentage: 60%
- **HIGHER SECONDARY CERTIFICATE (2010-2012)**
Bharathi Vidyalaya Higher Secondary School, Salem - 07.
Aggregate Percentage: 58%
- **SECONDARY SCHOOL CERTIFICATE (2009-2010)**
Bharathi Vidyalaya Higher Secondary School, Salem - 07.
Aggregate Percentage: 52%

TECHNICAL SKILLS

- Tally ERP 9
- Oracle
- SAP

WORKING EXPERIENCE

1. Sri Kauvery Hospital Salem as a Senior Executive [Corporate Employee Chennai]

21.05.2025 To Still.

JOB RESPONSIBILITIES

- Prepare yearly audit plans for all departments.
- Conduct revenue-based and process gap analysis department-wise.
- Conduct process walkthroughs to observe activities and prepare reports.
- Summarize and document audit work performed.
- Proficient in MS Excel, Word, and PowerPoint operations.
- Analyses and consolidate reports.
- Conduct regular audit findings reviews for all departments.
- Conduct audit meetings with unit in-charges and unit directors.
- Prepare audit reports and submit them within the defined timeline.
- Perform monthly verification of assets, stocks, and consignment stock.
- Monitor and maintain short-expiry items every month.
- Conduct surprise verification of physical cash and narcotic drugs.
- Manage and coordinate with the central audit team.
- Coordinate with internal and external stakeholders related to NABH and government certifications.
- Coordinate with internal and external managers and employees.
- Conduct weekly unit visits to departments such as Pharmacy Store, Dialysis, Blood Bank, and Laboratory.
- Verify Doctors' fees, agreements, TDS, and oncology consultation processes.
- Monitor capital expenditure related to renovation and civil works, and maintain PR and PO processes.
- Follow up on MOM (Minutes of Meeting) action points.

Yearly Verifications.

- Conduct yearly tariff and price verification for all tests.
- Validate sales tax and vendor TDS records.

2. Capgemini Technology Service India Limited as a Senior Associate.
10.02.2023 To 20.05.2025

JOB RESPONSIBILITIES

DAILY BASIS

- Capitalization Process
- Asset Creation and Changes
- Budget Increase & Decrease
- Budget Transfer
- CP Close
- Additional Capitalization
- Sub Asset Creation
- PED Changes
- Co-ordinate with Client
- Co-ordinate with audit requirements

MONTHLY BASIS

- Depreciation Run
- Preparing Depreciation Report
- Maintaining FA Register
- SL & GL Reconciliation
- Preparing Annexure Report
- Preparing CWIP Report
- Preparing Disposal report
- Preparing FA tracker Report
- Class wise asset list preparation report
- AUC Breakup report Preparation
- FA Master changes Report

2. WE CONNECTING STUDENT INDIA PVT LTD Accounts Executive

01-09-2022 To 31.01.2023.

JOB RESPONSIBILITIES

DAILY BASIS

- Making the entry in Tally (Expense, Voucher, Receipts entries and vendor bills)
- Cash register maintaining.
- Accounts payable & receivable
- Petty cash maintaining
- Loan Interest calculation for clients
- Taking care of interest Collection
- TDS Calculation & Deductions

MONTHLY BASIS

- Cash reconciliation
- Client wise TDS Calculation Reports
- Bank Reconciliation
- Expenses Analysis Report
- Client wise Interest Reconciliation

3. Krishi Nutrition Company Private Limited as a Junior Accountant.

02.07.2018 To 04.08.2022.

JOB RESPONSIBILITIES

- Making the entry in ERP (Expense Voucher, Receipts, Bank entries)
- Sales & Purchase Receivable (GRN) entries
- Debtors Receivable & Creditors Payable (due date) Maintenance.
- Maintain Inventory stock & Reconciliation every day
- Preparing Debtor & Creditor Outstanding Reports
- Creditor Balance Confirmation to Sales team
- Petty Cash Maintaining.

MONTHLY BASIS

- Month end closing cash and inventory stock report to audit
- Sales reconciliation monthly with Marketing team
- Cash / Bank reconciliation monthly wise
- Branch Stock & cash expenses auditing Month Wise
- Transport TDS works and GSTR- 2B & 3B Reconciliation Month basis
- Branch wise Income Analysis Report to Auditor

PERSONAL DETAILS

Father's Name	:	Mr. Sivakumar. V
Date of birth	:	03-07-1993
Sex	:	Male
Languages known	:	Tamil, English
Hobby	:	Share Markets Updates.

DECLARATION:

I here declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

Place: Salem

Date:

SHANMUGAM S.