

AJAY PADMAKUMAR

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13, Satya Nagar, Bhatena., Surat, Gujarat 394210

ACCOUNTANT

Motivated Accountant proficient in MS Office and accounting software. I am a Hardworking and self motivated individual with strong communication skills and confidence and I am looking for opportunities in a competitive environment where I can improve my skills and practical experience. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I have experience in accounting softwares like Tally Software, Soft Accounting System Software and I also have experience in MS office Tools like Word, Excel, Powerpoint.

KEY COMPETENCIES

MS Word
MS Excel
PowerPoint

Financial Accounting
Invoicing and Billing
Business development

Time Management
Communication
Customer service

PROFESSIONAL EXPERIENCE

Surat Textile Industry

Jan 2025 - Present

Accountant

Reviewed invoices for accuracy and completeness prior to payment processing. Keep updated all the accounting information day by day. Supported efficient accounting operations with high-quality administrative support.

Accomplishments:

- Created journal entries accurately and timely for month end close processes.
- Performed general ledger reconciliations on a timely basis.
- Prepared monthly closing entries for multiple companies' books of records.
- Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports.

Document Writing Office

Jan 2024 - Dec 2024

Office Assistant

Reliable and organized Office Assistant with strong administrative and clerical skills. Experienced in managing schedules, handling correspondence, and supporting daily office operations. Proficient in Microsoft Office and known for maintaining accuracy, efficiency, and professionalism in a fast-paced environment.

Accomplishments:

- Provided administrative support to staff members, including copying and scanning documents, filing paperwork, and ordering supplies.
- Greeted visitors in a professional manner and provided assistance when necessary.
- Greeted visitors, determined their needs and directed them to the appropriate personnel.

EDUCATION

Mahatma Gandhi University

Bachelor of Commerce (2018-2022)

G-TEC Computer Education

Diploma in Financial Accounting

- Tally Accounting Software
- Ms Word
- Ms Excel
- PowerPoint

S.V.G.V HSS Higher Secondary School

Higher Secondary Education (COMMERCE)
