

RESUME

SANKAR GANESH.R

Passport # M8757518

EMAIL:sg9039@gmail.com

India #919514373624

Career Objective

To pursue a challenging and growth –oriented career in an organization that opportunities to learn & grow by delivering the result

Professional Experience

Meenachi Educational Trust

Period : Nov-2020 to till date

Designation – Finance Officer

❖ Responsibilities :

- Finalization Of Accounts
- TDS Challan Making Every Month & Quarter
- GST Filling GSTR1& GSTR3B
- EPF & ESI Filling Every Month
- Account payable & Accounts Receivable
- Payroll Maintained
- Petty Cash Maintained

Shaggra Real Estate Group Date : Oct-2018 to Sep-2020

Designation –Accounting officer

Responsibilities :

- Finalization Of Accounts
- TDS Challan Making Every Month & Quarter
- GST Filling GSTR1& GSTR3B
- EPF & ESI Filling Every Month
- Account payable & Accounts Receivable
- Payroll Maintained
- Petty Cash Maintained

Indus Novateur Softtech Date : Feb-2017 to Sep-2018

Designation –Accountant

Responsibilities :

- Accounts Receivable &Accounts Payable
- Sundry Creditors & Sundry Debtors Reconciliation
- Bank Reconciliation Statement
- ESI & EPF Workings
- TDS & Commercial Tax

Alina Private limited Date : Aug-2012 to Oct-2014

Designation –Accountant Executive

Responsibilities :

- Accounts Receivable &Accounts Payable
- Sundry Creditors & Sundry Debtors Reconciliation
- Bank Reconciliation Statement
- ESI & EPF Workings
- TDS & Commercial Tax

MTL INSTRUMENT Date : Dec-2011 to July-2012

Designation –Assistant Distributor

Responsibilities :

- Making Invoice & ARE4.
- Making Delivery Note
- Monthly Export & Domestic Sales Report
- Preparing Generalized System Preference (GSP)
- Receiving Air way Bill
- Receiving Bill of Lading & Bill Of Entry

Working Experience

- ✓ Currently Working as Meenachi Educational Trust –Chennai Nov-20 till date
- ✓ Previously worked as an Accounting officer in Shaggra Real estate Group Qatar Oct-18 to Sep-2020 Date.
- ✓ Previously Worked as Financial Accountant in Indus Novature Soft tech Pvt Ltd UAE Feb-2017 to Sep-2018 Date.
- ✓ Previously Worked as Accounts Executive in Alina Pvt Ltd Chennai From August 2012 to Oct-2024
- ✓ Previously Worked as Assistant Distributor in MTL Instrument Ltd, Chennai from 2011 to July-2012

Educational Profile

Course	Name of the Institution	Year of passing	Percentage
ACS (Company Secretaries)	Institute of Company Secretaries of India	Pursuing	Pursuing
B.Com (NCA)	Sri S. Ramasamy Naidu Memorial College Sattur	2011	60%
HSC	A.V Higher Secondary School Kovilpatti	2008	65%
SSLC	Nadar Higher Secoundary kovilpatti	2006	60%

Technical Skills

- MS office
- Tally ERP-9 & Tally Prime
- SAP Business One & Hana

Key Skills

- Good Analytical & Problem – Solving Skills
- Sound Knowledge of handling accounting systems
- Strong ability to use an automated accounting systems
- Excellent ability to sort, check, count & Verify numbers
- Good organizational Skill

Personal Information

Date Of Birth : March 9th 1990

Sex : Male

Martials status : Married

Nationality : Indian

Languages Known : English , Tamil

Permanent : #69B5 kathiresankovil road ,Kovilpatti, Tuti- Dist Tamilnadu - 628501

Present Address : #230, 45th street T.V.S West Anna Nagar Extension Chennai-600101

Declaration,

I Hereby confirm that the information given above is true to the best of my knowledge and belief that you make proper consideration of me.

Date :

Signature

Place:

(Sankar ganesh)