**RESUME**

# SIVAKUMAR SUBBIAH

## Mobile No: +91 9150890993

**Email id:** **Kavis241@gmail.com**

# OBJECTIVES:

Efficient accounting graduate adept at maintaining detailed records of business transactions whilst providing tactical support to supervisory and executive staff through accounting and clerical duties. Commended by professors for precision and efficiency in all tasks.

# PROFESSIONAL EXPERIENCE:

* **Presently working as B5 Plus Group Limited- Ghana-West Africa**

**Role:** Senior Accountant

**Duration:** 08.05.2023 to Till date

**My Responsibilities:** Interaction with Auditor Office, Cash Book Maintaining, TDS File Return, Accounts Ledger Maintains, Finalization, Bank Reconciliation, GST Return, NRA Taxation.

## Selina Enterprises Ltd – Sierra Leone – West Africa.

**Role:** Senior Accountant

**Duration:** 25-Jun-2021- to 20-Dec-2022

**My Responsibilities:** Interaction with Auditor Office, Cash Book Maintaining, TDS File Return, Accounts Ledger Maintains, Finalization, Bank Reconciliation, GST Return, NRA Taxation.

* **Reliable Dienst pvt Ltd Govandi-Mumbai Role:** Senior Accountant

**Duration:** Feb 2012 – Jan 2021

**My Responsibilities:** Interaction with Auditor Office, TDS File Return, Finalization,

 Bank Reconciliation.

## NAYKA STEEL PVT LTD - Mumbai

**Role:** Account Assistant

**Duration:** Dec 2005 – Jan 2012

**My Responsibilities:** Sales & purchase entry, Petty cash voucher & Stock Maintain.

# EDUCATIONAL QUALIFICATION:

|  |  |  |
| --- | --- | --- |
| Degrees / Certifications | Board/University | Year |
| M.Com | M.S.University Tamil Nadu India | (2005) |
| Bachelor of Commerce | M.S.University Tamil Nadu India | Commerce (2002) |
| HSC | HSC Govt School Thovalah-Tamil Nadu- India | Commerce (1999) |
| SSC | St,Thereas Hr Sc School Vadakangulam-Tamil Nadu-India | (1997) |

**KEY SKILL:**

* Accounts Finalization, Taxations

## COMPUTER PROFICIENCY:

## MS-CIT Certified.

* Tally ERP 6.3.& 9 ERP MS Office.

 **STRENGTHS:**

* Enthusiastic and hardworking.
* Possess Positive Attitude.
* Responsible Towards work.
* Self-Motivated and directed.

**HOBBIES:** Listening Music, Reading Book

## PERSONAL DETAILS:

* Date of Birth: 15th July,1981
* Marital Status: Married
* Languages Known: English, Hindi & Tamil

**DECLARATION:**

I hereby confirm that all the facts stated above are accurate to the best of my belief.

Thanking you.

## Place: Yours faithfully,

**Date:**

## (Siva Kumar)