**Curriculum Vitae**

***RAMA CHANDRAN. G***

**965, Periyar Nagar,**

**Thepperumanallur(po),**

**Thiruvidaimarudur (Tk),**

**Thanjavur (Dt),**

**Tamil Nadu,**

**SountIndia, 612 206.**

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***CAREER OBJECTIVE***

**To utilize my ability in the area of Accounting and Trading to apply my skills and gained knowledge in the field of Commerce, at the maximum extend, to provide dynamic professional and challenging work. I believe that resume will make a clear picture of my carrier.**

***EDUCATIONAL QUALIFICATION***

* **B.Com Bachelor of Commerce,**

**Government Arts College (Autonomous) Kumbakonam,**

**Bharathidasan University,**

**Trichy,Tamil Nadu.**

* **M.Com Master of Commerce (Financial & Control)**

**Alagappa University,**

**Karaikudi,Tamil Nadu.**

* **M M M Master of Marketing Management**

**Annamalai University,**

**Chidambaram.Tamil Nadu.**

* **M.Phil Master of Philosophy (Management)**

**Alagappa University,**

**Karaikudi,Tamil Nadu.**

***ADDITIONAL TECHNICAL QUALIFICATION***

* **System - Windows, Linux, android with Software & Hardware installations**
* **Typing - English**
* **Package - MS.Office, Tally ERP 9 latest version.**

***PROFESSIONAL EXPERIENCE***

* **Computer Software College Working as a Tally Instructor at Kumbakonam from January 2007 to June 2009**
* **Senior Accountant in Annai Group of Institutions at Kumbakonam from July 2009 to till date.**

***JOB PROFILE***

* **Maintain cash and bank book and all kinds of journal entries**
* **Maintain Receivables and Payables**
* **Assets maintenance with Depreciation**
* **Loans & liabilities and Outstanding’s**
* **Prepare Payroll in all levels**
* **Finalization of Tally accounts.**
* **Consolidation of financial statement.**
* **Preparing & maintaining of books and records in a computerized environment & manual.**
* **Prepare Income & expense account**
* **Prepare Receipts & Payment account**
* **Preparing Provisional & projected - P&L a/c, Balance sheet.**
* **Bank Reconciliation Statement.**
* **Prepare Cash Flow & Fund Flow Statement.**
* **Prepare MIS report.**
* **Ratio analysis**
* **Inventory management & Control**
* **GST and Taxation**

***PERSONAL DETAILS:***

**Name : Ramachandran. G**

**Father’s Name : Ganesan. S**

**Date of Birth : 30-04-1983**

**Gender : Male**

**Languages Known : Tamil, English**

**Nationality : Indian**

**Religion : Hindu**

**Marital Status : Married**

***DECLARATION***

**I hereby declare that all the statement mentioned above are true and correct to the best of my knowledge and belief.**

**DATE: Yours Sincerely**

**PLACE: (Ramachandran.G)**