

Expert in Accountant, Master of Business Administration (Finance & Systems)

**Mrs. Sujitha Sekar**

Local No : 058 -6643680

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Address : Flat no: 1202,Naijara coffeteria building,  
Near Abushagara park, Sharjah.



### **Expertized Summary:**

- Worked with RAKSHA CONSTRUCTIONS (RC), used Tally ERP 9 software accounting activities.
- Working as expert accounting from last three years, expertized in tally, Good experience in tax manipulation, company tax management and tax filling.
- Experience in Microsoft Excel, Microsoft word, Microsoft Power point, Microsoft paint,
- Update financial, account status to management weekly and plan for company financial growth,
- Arrange team meeting to update account related activity. Worked With team to clear pending accounts.
- Expertized in Purchase Account, sales Account, Financial Account,
- Preparing Purchase Invoice and Sales Invoice. validating purchase order, sales order, salary activities. Expertized in working with project management.

**Experience History:**

**Company Name** : Raksha Constructions

**Designation** : Admin & Account Maintenance

**Duration** : July 05.2015 to Till Date,

**Responsibilities** : Employee salary management, maintain  
Employee attendance, petty cash,  
Purchase & sales invoice, Accounts payroll,  
Account payable & receivable, Bank  
Reconciliation (BRS).

**Company Name** : T.Baskaran & Co (Chartered Accountants)

**Designation** : Account Assistance

**Duration** : 15<sup>th</sup> June 2012 to 31<sup>st</sup> May 2015

**Responsibilities** : preparation of tax audit of various corporate  
And non-corporate access, prepared as well as  
Filling of Income tax return, Tds return.  
Supervise auditing team and discuss audit  
Report With management

### **Technical Skills:**

1. Tally ERP (3.7) & Tally ERP 9 (4.61)
2. Microsoft Excel, Microsoft word, Power point
3. Involved in PMO activity.
4. Manage petty cash, employee salary, Maintain Day by day employee attendance.
5. Prepared company accounts and tax returns for audit.
6. Accounts receivable, payable, payroll departments.
7. Prepared annual company accounts and reports.

### **Education:**

❖ *Bachelor of computer science*, Bharathidhasan University

In Trichy, May 2010, **First class**.

❖ *Master of Business administration (finance & system)*, Anna University in Namakkal, May 2012, **First class**.

### **PERSONAL DETAILS:**

Spouse Name	: S.Sakratees
DOB	: 06.07.1990
Marital Status	: Married
Gender	: Female
Nationality	: India
Language	: Tamil, English & Hindi (Read & Write)
Visa status	: Visit
Visa expiry	:

**(Sujitha.S)**