**SIVAKUMAR SUBBIAH**

Tel No: +91 9769294328

 E-Mail: kavis241@gmail.com

**Profile Summary**

I have the capability to handle accounts and transactions, to maintain company accounts while inputting and computing numbers, going over files, and cross checking records. I also prove to be an effective team worker and have a practical work behavior.

**Educational Qualification:**

|  |  |  |
| --- | --- | --- |
| **Degrees / Certifications** | **Board/University** | **Specialization** |
| M.Com | Tamil Nadu |  (2005) |
| Bachelor of Commerce | Tamil Nadu | Commerce (2002) |
| HSC | Tamil Nadu | Commerce (1999)  |
| SSC | Tamil Nadu | (1997) |

### Work Experience:

**NAYKA STEEL PVT LTD Dec 2005 – Jan 2009**

Account Assistant

* Sales & purchase entry
* Petty cash voucher

**MAHANGAR GAS LTD Feb 2009 – Dec 2012**

Accountant

* Maintain Monthly TDS Return
* Maintain Monthly VAT Return

**RELIABLE DIENST PVT LTD JAN 2013 – TILL DATE**

**Senior Accountant**

* Interaction with Auditor Office
* Cash Book Maintaining
* Accounts Ledger Maintaining
* Income Tax Filling Return
* Sales Tax Return Filling
* Bank Reconciliation
* Prepare Balance sheet
* Service Tax Return
* Prepare Trial Balance
* GST ( 3B File Submit & Filling Return )
* Maintain Cash book
* Prepare MIS Report

### Computer Proficiency:

* MS-CIT Certified
* Tally ERP 6.3
* MS Office (Word, PowerPoint and Excel)

### Personal Details:

|  |  |
| --- | --- |
| Date of Birth | 15th July,1981 |
| Marital Status | Married |
| Nationality | Indian |
| Languages Known | English, Hindi & Tamil |

### Hobbies: Listening Music, Reading Books

CTC-25000/-

ECTC-28000/-

Notice period-30 DAYS

**Date:
Sign:**