

MADHUMITHA SUBRAMANI

ACCOUNT ASSISTANT



CONTACT

9080227021

madhumithasubramani0507@gmail.com

Aalapakam, Chennai -60116.

SKILLS

- Tally prime
- Gst Filling
- Book keeping
- Bank Reconciliation
- Accounts payable & Receivable
- Invoice Processing
- Ms Word
- Ms Excel
- ledger Maintenance

LANGUAGES

- English (Fluent)
- Tamil (Fluent)

CERTIFICATION

Tally Prime Certification (Tally Education Pvt. Ltd.) — 75%



PROFILE

Detail-oriented and dedicated Account Assistant and Bookkeeper with over 2 years of experience in managing daily financial transactions, GST filing, and reconciliation. Proficient in Tally Prime, MS Excel, and accounting documentation. Skilled in maintaining ledgers, processing invoices, and preparing financial reports with accuracy and timeliness.



WORK EXPERIENCE

Kumaran Jewellers 2021-2023
Accountant & Administrator

- Maintained daily bookkeeping, managed ledgers, and reconciled bank statements.
- Processed vendor invoices, GST filings, and monthly returns (GSTR-1, GSTR-3B).
- Supported internal audits and prepared accurate financial documentation.
- Trained new staff on Tally and accounting procedures.

CA Selvesh & Co 2020-2021
Account Assistant

- Assisted in preparation of balance sheets, profit & loss accounts, and reconciliations.
- Handled petty cash, vouchers, and payment records.
- Maintained accounting entries in Tally and supported tax filing processes.
-

Hobbies

- Reading
- Cooking
- Poem Writing



EDUCATION

Bachelor of Commerce (Professional Accounting) 2017-2020
Hindustan College of Arts and Science
GPA:73.26%