

Priya Ranganathan

Profile

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Objective

"I am a quick learner and proactive professional with a strong passion for accounting and finance. Committed to continuous learning, I actively explore new financial concepts while ensuring accurate record-keeping. My goal is to leverage my expertise to deliver precise financial reports and valuable insights, contributing to the success of the organization."

Education

- Jul 2020 - Jun 2023 : **BCom** University of Madras, Chennai, India CGPA 80%
- Jul 2019 - Jul 2021 : **CA Foundation** Institute of Chartered Accountants of India
- Apr 2018 - Mar 2019 : **HSC** St.Antony's Girl's Higher Secondary School Scored 88%
- Apr 2016 - Mar 2017 : **SSLC** St. Francis Xavier Matriculation School Scored 96%

Employment

Junior Accounts Executive

Feb 2024 - Present

SSGS And Associates, Chennai, India

- Managed customer accounts by generating accurate invoices and providing timely payment information.
- Handled TDS calculations and ensured compliance with relevant regulations.
- Prepared and filed GSTR-1 and GSTR-3B returns in line with GST requirements.
- Conducted GST input reconciliation to ensure accuracy and compliance.
- Processed payroll, ensuring accurate calculations and timely disbursements.
- Investigated and resolved discrepancies between accounts payable and receivable records.
- Processed vendor payments, maintaining proper documentation and timelines.
- Reconciled bank accounts monthly, ensuring accuracy and completeness of financial records.
- Performed month-end closing activities, including journal entries, accruals, and reconciliations.
- Generated periodic financial performance reports to assess results against budget goals.

Accounts and Audit Assistant

Dec 2022 - Sep 2023

Velu Muthu Associates, Chennai, India

- Gained proficiency in accounting, audit, taxation, and management practices.
- Prepared and filed income tax returns for 20 individual clients, ensuring compliance with regulations.
- Assisted in statutory audits, gaining hands-on exposure to the audit process and vouching procedures.
- Conducted detailed bank statement analysis and performed accurate data entry.

- Contributed to the preparation of financial statements, ensuring accuracy and timely reporting.

Skills

- **Technical Skills:**
 - General Ledger Maintenance
 - Microsoft Office Suite (PowerPoint, Excel, Word)
 - Tally ERP 9 and Tally Prime
 - Zoho Books
 - Payroll Processing
 - Gmail and other communication tools
 - Strong Analytical Skills
 - attention to detail
- **Interpersonal Skills:**
 - Adaptability
 - Time Management
 - Proactivity
 - Strong Application and Problem-Solving Skills

Achievements

School Topper in 10th Standard Board Exam

Recognized as the school topper with a score of 96% in the 10th standard board exams.

Personal Details

Date of birth : 01/05/2001

Language : English and Tamil

Father's name : Mr. Ranganathan. R

Hobbies : Cooking and Crafting

Certifications and Coaching

- **Integrated Course on Information Technology and Soft Skills (ICITSS)**
Completed the ICITSS at the Institute of Chartered Accountants of India, gaining foundational knowledge in IT and soft skills relevant to the accounting profession.
- **Coaching for CA Foundation and CA Intermediate**
Received coaching at KS Academy, focusing on the preparation for both the CA Foundation and CA Intermediate exams.