



# MATHU MIDHA.M

## Assistant Accountant

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5/20, Baipnoor, Mettupalayam, Coimbatore district, Tamilnadu-641301.

## PROFILE

Results-driven accounting professional with a B.Com in Computer Applications and CA Intermediate (Group 2 cleared), complemented by 1+year of hands-on training in an auditor's office. Skilled in financial reporting, bookkeeping, accounts reconciliation, GST compliance, E-way bill processing and payroll management. Proficient in Tally ERP and MS Excel, with strong analytical, problem-solving, and compliance-oriented capabilities. Seeking an accountant role at G. Kuppusamy Naidu memorial Hospital to leverage expertise in maintaining accurate financial records and supporting efficient financial operations.

## EDUCATION

Institute of  
Chartered  
Accountants of  
India (ICAI)

### Chartered Accountancy (CA) Intermediate

Passed Group 2 exams

Avinashilingam  
Institute of Home  
Science and Higher  
education for  
Women

### B.com (Computer Application)

Board/University: Avinashilingam University

Percentage: 81%

2019-2022

Madonna  
Matriculation  
Higher Secondary  
School

### Higher Secondary Certificate

Board/University: State Board

Percentage: 87%

2018-2019

Madonna  
Matriculation  
Higher Secondary  
School

### Secondary School Leaving Certificate

Board/University: State Board

Percentage: 93%

2016-2017

## WORK EXPERIENCE

N.M.Moorthi & Co  
2024-2025

### Assistant Accountant

- Worked as a Assistant Accountant and Assisted in preparation of financial statements and audit reports for multiple clients.
- Maintained ledgers, journals, and accounts payable/receivable with accuracy.

- Conducted bank reconciliations, verified transactions, and ensured compliance with statutory regulations.
- Assisted in GST filing, tax computation, and audit documentation.
- Supported senior auditors in internal control checks and financial analysis.
- Gained practical exposure to accounting principles, audit procedures, and reporting standards applicable to various industries.

## KEY SKILLS

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- **Accounting & Bookkeeping:** Accounts payable/receivable, ledger maintenance, journal entries
- **Financial Reporting:** Preparation of financial statements, audit documentation, compliance reporting
- **GST & Taxation:** GST filing, tax computations, statutory compliance
- **Banking & Reconciliation:** Bank statement reconciliation, payment verification, cash flow tracking
- **Payroll Management:** Salary processing, employee reimbursements, payroll records maintenance
- **Software Proficiency:** Tally ERP, MS Excel (Advanced), MS Word, MS Outlook
- **Analytical & Problem-Solving Skills:** Financial data analysis, discrepancy resolution, process improvement
- **Attention to Detail & Accuracy:** Ensuring error-free accounting, adherence to statutory norms
- **Communication & Teamwork:** Coordination with auditors, vendors, and internal departments

## CERTIFICATIONS & TRAINING

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- Practical Training in Auditor's Office – 1 +Year Gained hands-on experience in auditing, bookkeeping, financial statement preparation, accounts reconciliation, GST compliance, and payroll management.
- Tally ERP Training – Practical application during auditor office training Proficient in Tally ERP for accounting entries, ledger maintenance, invoice processing, and financial reporting.
- Participated in awareness creating programs
- Attended bootcamp - UNICEF
- Attended webinar programs- SIRC of the Institute of Chartered Accountant of India

## PROJECTS

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Worked on project called “Assessment on consumer satisfaction on Electric bikes”

## INTERNSHIP

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Accent Techno Soft, Coimbatore GST registration and share market.

## PERSONAL DETAILS

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|-----------------|---|-------------------------|
| Full Name       | : | Mathu Midha. M          |
| Nationality     | : | Indian                  |
| Religion        | : | Hindu                   |
| Date of Birth   | : | 23.04.2002              |
| Sex             | : | Female                  |
| Marital Status  | : | Single                  |
| Father’s Name   | : | Muthusamy.K             |
| Languages Known | : | English, Tamil, Kannada |

## DECLARATION

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Hereby I declare that the above furnished data are true to the best of my knowledge.

- Mathu Midha M