

GAYATRI ACHANTA

Phone: 9495XXXX21
Email id: gayatriacnxx@gmail.com
Address: 8-145, Athwa,
Surat, Gujarat 395001

photo

CAREER OBJECTIVE

To work with a reputed organization where I can utilize my accounting knowledge and skills for the growth of the company, and I tend to acquire some practical knowledge.

EDUCATIONAL BACKGROUND

- M.Com Gujarat University, Ahmedabad in 2022 with GPA 8
- BBA from St. Xavier's College, Ahmedabad in 2020 with GPA 8.2
- Intermediate (C.E.C) from Triveni Intermediate College in 2017, Ahmedabad with GPA 8.5
- 10th class from Littler Flower High School, Surat in 2015 with GPA 8.4

SKILLS

- Strong understanding of basic accounting procedures.
- Knowledge of general ledger entry functions.
- Familiarity with MS Excel and Tally ERP 9.
- Basic knowledge of TDS, GST.
- Bookkeeping knowledge.
- Knowledge of bank reconciliation.
- Capable of preparing accounting reports without error.

PERSONAL INFORMATION

Date of birth : 02 May 2000
Gender : Female
Father's name : Kishore Babu
Nationality : Indian
Marital Status : Unmarried
Hobbies : Reading books, Playing Chess
Languages Known : English, Hindi & Gujarati

DECLARATION

I solemnly confirm all the information furnished above is true to the best of my knowledge and belief.

Place:

Date:

Signature