

CHITHRA R

Bengaluru, Karnataka 560066
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Have 3+ years of experience in accounting

Work Experience

JUNIOR ACCOUNTANT • SREE NARAYANA GURU TRUST

2019 to 2023

TOTAL 3+ YEARS)

skills within an appreciated • Prepares asset, liability, and capital account entries by pattern, secure a rewarding compiling and analyzing account information.

and challenging position in • Documents financial transactions by entering account the fields of Accounting and information

Sales with a quality • Assist in the processing of balance sheets, income organization leading to statements and other financial statements according to increase responsibility and legal and company accounting and financial guidelines•

career advancement. • Support month-end and year-end close process. Providing documentation and reports as requested and needed, including audits.

Education

BBA in Accounting

KG COLLEGE OF ARTS AND SCIENCE - Coimbatore, Tamil Nadu
2016 to 2019

HSC

SRP AMMANI AMMAL HIGHER SECONDARY - Coimbatore, Tamil Nadu
2014 to 2015

Skills / IT Skills

- Tools: Tally ERP.9
MS Access, MS Excel, MS Word
- Typing
- Microsoft Word
- Microsoft Office
- Microsoft Excel

Certifications and Licenses

Typing certificate

Present