

GAYATHRI. D

Address: No: 24/4, Ramaswamy Konar Street, Masakali Palayam, Uppili Palayam (Post) ,Coimbatore-641015

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**Seeking assignments in the area of data Process Executive with an organization of
repute in the any Sector**

PROFILE OBJECTIVE:

- ☒ An astute professional with **1 year** experience in Accounting Assistant.
- ☒ Expert Knowledge in tally ERP 9.0 and interacting with other group companies for accounts purposes.
- ☒ Proficient in team member, determined & quick learner with good interpersonal Skill.
- ☒ Capable of doing documentation work initiating with Monthly TDS and TCS File, GSTR1 , GSTR3 and GST return and all necessary documents.
- ☒ Good analytical skills with expertise in communication.

Employment details:

Previous Experience : **TECNICRAFTS INDUSTRIE:** Accounting Assistant,
Period : From June 2018 April 2019

Key Responsibilities Held:

- ☒ Maintaining the day to day accounting / book keeping.
- ☒ Preparing GSTR1 , GSTR3 and filing the GST return.
- ☒ Preparing TDS and TCS Return and file.
- ☒ Managing daily banking transactions.
- ☒ Reconciliation of Bank Statement at the end of the month.
- ☒ Preparing balance sheet, Profit and loss statement, and Other reports.
- ☒ Handling all Banking Related Activities.
- ☒ Maintain salary and attendance register in MS-Excel.
- ☒ To prepare the petty cash book and enter all petty cash payment and receipt.
- ☒ Perform daily entry of accounting checking and updating in Tally ERP 9.0.
- ☒ Maintaining the official files.
- ☒ Prepare reports on accounts payable and accounts receivable.

STRENGTH

- ☒ Very good learner, positive attitude with self motivated.
- ☒ Strong communication and interpersonal skill.
- ☒ Result oriented, strong will power and better planning and coordination.
- ☒ Enthusiasm to learn new concepts/practices.

Academic Chronicle

M.Com (C.A)	Sri Ramakrishna college of arts and science Bharathiyar university, cbe.	73%
B.Com (C.A)	Sri Ramakrishna college of arts and science Bharathiyar university, cbe.	65%
XII std	T.N.G.R higher secondary school State Board, cbe	73%

Software Skills

- ☒ MS - Office, MS – Excel
- ☒ Programming languages : HTML, SQL and Visual Basic 6.0

ADDITIONAL QUALIFICATION:

- ☒ Typewriting in English (Lower and Higher)
- ☒ Tally (ERP 9.0)

Personal Information

Date of Birth : 27-02-1995
Language Fluency : English, Tamil
Husband Name : ParthaSarathy
Marital status : Married
Nationality : Indian

Declaration:

I hereby declare that the information furnished above is true to best of my knowledge.

Date:
Place:

(D. Gayathri)