**GAYATHRI. D**

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

**Contact No.:**+91 9791301099 **/ E-Mail:** [**gayathri.cbe95@gmail.com**](mailto:%20gayathri.cbe95@gmail.com)

**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)