

# GAYATHRI. K



## PERSONAL PROFILE

Date of Birth: 19.09.1993

Nationality: Indian

Marital Status: Single

Languages known:

Tamil, English

### Address:

47/7, TNHB Flats,  
Breeze Apartment,  
Mugappair east,  
Chennai - 600037  
Tamil Nadu, INDIA

### Contact Details:

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+91-8072805436

Linkedin :

<https://www.linkedin.com/in/gayathri-k-111805193/>

## CAREER OBJECTIVE:

Executive with 5-years of experience in Accounts and Taxation. Seeking a challenging career in the world of opportunities that encourages continuous learning and systematic exposure to new skills, and to achieve professional and personal growth along with the organization.

## AREA OF EXPERTISE:

- General Ledger
- Accounts Receivable and Payable
- Purchase and Sales Invoice
- Debit Note and Credit Note
- Petty Cash Management
- Bank Reconciliation Statement
- Goods and Service Tax (GST)
- Tax Deducted at Source (TDS)

## KEY SKILLS AND COMPETENCIES

- Experience in using Tally Erp.
- Strong M.S Excel & M.S Word skills.
- Knowledge of Quickbook and SAP FICO.
- e filling – TDS & GST

## EXPERIENCE:

### ACCOUNTS EXECUTIVE

***Rocheston Private Limited,  
Chennai***

***April 2018 – present***

### Responsibilities:

- Maintain of all type of accounting vouchers entry.
- Maintain Bank reconciliation Statement and Reconciliation of debtors & Creditors.
- Preparing Sales & Purchase Invoices for Goods & services.
- Maintain books of accounts in Tally.
- Reporting to managers regarding the company's finances.
- Inventory Status Report
- Writing up forms and manuals for accounting and bookkeeping personnel.
- Submitting Bank Payment Template for Vendor payment.
- Submitting Finance report to the Management.
- Ensuring that all invoices and staff reimbursements are paid accurately.
- Payroll including leave & final settlement for employees.
- Preparation of TDS & GST filling returns.

## ACCOUNTANT

***Exito firm***

***Chennai***

***August 2015 – March 2018***

### Responsibilities

- Tally purchase & sales entries.
- Collection from customer, Petty cash maintenance, salary accounting.
- File Income tax returns.
- Monthly GST filing & coordinating with audits for IT submissions.
- Support in Insolvency Resolution work.
- Working as part of a team checking client's financial documents.
- Examine inventory to verify journal and ledger entries.

### EDUCATION DETAILS:

**Degree:** B.B.A (Bachelor of Business Administration)

**College:** Sindhi College of Arts & Science

**University:** Madras University, Chennai

**Location:** Chennai, Tamil Nadu, INDIA

### CAREER ENHANCEMENT COURSE



**Diploma:** International Financial Management (*UGC authorized certificate*)

**University:** Indian School of Business Management and Administration

### DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge & belief.