

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:

Email Id: gayathritamizh93@gmail.com

Mobile No.: +91- 8939163166
+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.