



KARTHIKADEVI N

Accountant

+91 7502224434

karthikadevi239@gmail.com

CONTACT

+91 7502224434

185A/239 sivakamipuram street,

Rajapalayam - 626117

karthikadevi239@gmail.com

EDUCATION

BACHELOR OF COMMERCE

Sri Meenakshi Govt. Arts College For Women, Madurai.

2014-2017

SKILLS

- Managing vendor accounts
- Accounts payable and receivable
- Preparing financial statements
- Invoicing
- Tax preparation
- Reporting
- Excel
- Time management
- Handling payroll
- Book keeping

Detail-oriented and driven Junior Accountant with three years of experience and knowledge of general accounting principles. Excellent financial forecasting and budget development expertise that can help an organization manage a strong and healthy financial status.

WORK EXPERIENCE

JUNIOR ACCOUNTANT

Jayam Nighties

2018 - Present

- Assist the Accounting Manager with preparing, analyzing and verifying different financial statements, accounting records and reports to ensure compliance and accuracy
- Help the auditor with tax filings during tax season
- Processed invoices, purchase orders, sales tax, and credit memos through software
- Reconciled multiple bank accounts.
- Maintained all accounting records and files, developed budget estimates, and worked on professional financial forecasts.

Responsibilities

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations