



SKILLS AND COMPETENCIES

Financial Control / Analysis
Statutory Compliance GST, PF, PT, ESIC, TDS
Accounts Management
Accounts Payable
Accounts Receivable
Financial Reporting
Intercompany Reconciliation
MIS Report & Budgeting
Income Tax
Travel Advance Settlement
Payroll Management / HR Operations
Effective Communications
Microsoft Tools

CONTACT

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GAYATHRI CHERKALA

Associate Manager - Finance

INTRODUCTORY NOTE

Thank you for considering reviewing my Curriculum Vitae. Here is a little bit about my aspirations and beliefs.

With over 9 years of experience working with major companies under great leadership and a challenging atmosphere, I have been formed to be a focused achiever and I am still learning to be more effective.

The strengths that help me succeed are my ability to think in the big picture and plan accordingly with all stakeholders. I can quickly connect and build trust with teams to accomplish one team. I have been able to have a good learning mindset so far and quickly work on my feedback to improve my personality and deliverables.

I aspire to use my current set of Knowledge, Skills, and Attitude in an organization where I can grow into a much greater influential role over time. I can handle Complexities and am looking for an atmosphere and team to help me accomplish this.

You can find more details about myself further in this Document.

Thank you,

Gayathri Cherkala

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Bangalore –560 092
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Cell: +91-8281424996

CAREER OBJECTIVES:

To find a suitable position in the organization and strive to achieve more professional responsibilities utilizing my attitude and skills in an effective manner working towards excellence in the delivery of services in an environment that promotes continual upgrading of knowledge and skills.

PROFESSIONAL SUMMARY:

- ✚ Finance and Accounting Experience over 9 years including Information Technology, Statutory Audit, Business Support Services, Charitable Institutions, and Banking Industries.
- ✚ Managing Accounts and Financial day-to-day activities and Preparation of Managerial Reports for the Stakeholders.
- ✚ Excellent experience in entire Accounting and maintenance of Statutory Books of Accounts and Administering the Finalisation of year-end Financial Statements.
- ✚ Track Record of overseeing Financial Statements including MIS, Bank Reconciliation, Accounts Payables & Receivables Statement, Fixed Asset Register (FAR), Cash and Fund Flow, and Balance Sheets.
- ✚ Gained exposure in processing Payroll, Managing Monthly Payroll Activities including Salary Payments, Scrutinizing Monthly, and Yearly HR budgets, Employee's Income Tax Computation for Payroll, and Interviewing Final Round Candidates.
- ✚ Proficient in using MS Office, Accounting Software like Tally ERP, Saral TDS, and GrehytHR.
- ✚ Co-ordinating Statutory and Internal Audits, Assisting with Annual GST Audit, GST Quarterly Refund Process, ETDS Quarterly Return Process, and Issuance of Form
- ✚ Able to work well independently and as part of a Management Team and Accurate Book-Keeping, ensuring on-time updating of Internal Company Policy changes.

PROFESSIONAL EXPERIENCE:**1. Company Name : Pratham Books**

Pratham Books is a leading nonprofit bringing storybooks to children across India in their mother tongue languages.

URL : www.prathambooks.org
Position : Associate Manager –Finance
Period : 13th December 2021 to 29th July 2023

2. Company Name : Kiona Software Solutions Pvt Limited

Kiona Software Services provides -IT services Enterprise IT Security & BPO / KPO Services Service Provider from Bengaluru, Karnataka, India

URL : www.kionasoftware.com
Position : Accounts Manager
Period : September 2018 to April 2021

3. Company Name : K Subramanya Prabhu, Chinnappa & Associates

Chartered Accountants

Position : Articled Clerk
Period : May 2013 to May 2016

4. Company Name : Info Connect Web Technologies India Private Limited

A US-INDIA Magazine which provides the most relevant content by projecting stories of entrepreneurs, Businesses Updates, and technology and popularly known as "Silicon India"

URL : www.siliconindia.com
Position : Accounts Manager
Period : May 2011 to February 2013

**5. Company Name : Coral Structural Solutions Private Limited,
Peenya Industrial Area, Bangalore**

Position : Accounts Assistant
Period : October 2010 to May 2011

ACADEMIC & PROFESSIONAL QUALIFICATION

- + M.Com from Kannur University with aggregate marks of 71%
- + B. Com from Calicut University with aggregate marks of 67%

PROFESSIONAL & TECHNICAL QUALIFICATION

- + Articled Clerk from the Institute of Chartered Accountants of India
- + Diploma in Practical Manual & Computerised Financial Accounting (DCFA) in
 - o Tally ERP, Peach Tree, Dac easy & Wings Accounting Software
- + Jawaharlal Nehru Education & Charitable Foundation (JECF) of India – MS Office

PERSONAL PROFILE:

Date of Birth : 25th September 1985
Gender : Female
Nationality : Indian
PAN No. : AVLPC6197L
Indian Passport No. : M7282744
Marital Status : Married
Language Known : English, Malayalam, Kannada, Hindi & Tulu

CURRENT CTC & NOTICE PERIOD:

Current CTC : INR 6 Lac per Annum
Notice Period : 15 days

Place : Bangalore

Date : 25th September 2023

Gayathri Cherkala

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