



PROFILE

Highly positive, motivated, and organized Financial Accountant looking for a fast-paced management level position where I can contribute my experience and to bring a vibrant and versatile portfolio of skills at the workplace.

CONTACT

PHONE:

+918893995004

Email:

gayathricj2226@gmail.com

Address:

Avitom Melood PO, Adoor, India

IT SKILLS

**SAP (FICO), SAGE 50, TALLY ERP
QUICKBOOKS, MSOFFICE**

TECHNICAL EDUCATION

* **SAP (FICO)**, Certificate No: 99897

* **Diploma in Indian & Foreign
Accounting**

* **International Association of
Bookkeepers**

REFERENCE

Mr. Adarsh Ramesh

Finance & HR Manager,
Souparnika Home Appliance

Email: adarsh@souparnikahome.com

+91 80891 69105

GAYATHRI CJ

Accountant

WORK EXPERIENCE

Accountant

Souparnika Home Appliance, Mavelikara

10/2018 - 12/2020

- 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
- Monitoring and evaluating financial information systems and suggesting improvements where needed.
- Compiles and analyses financial information to prepare entries to accounts, such as general ledgers accounts, and documents business transactions.
- Reconcile all vendors' statement of accounts on monthly basis and before any vendor payment preparation.

B. COM

CO OPERATION Kerala University-2018

Plus, Two

Commerce-Board of Higher Secondary, Kerala- 2014