

Ganga Sri

No.10, Gandhi St,  
Navalar Colony  
MGR Nagar  
Chennai 600078.

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LANGUAGES  
KNOWN:  
English  
Tamil

DATE OF BIRTH:  
10 Dec 1995

MARITAL STATUS:  
Married

SKILLS:  
MS Office  
Tally Prime with GST

HOBBIES &  
INTERESTS:  
Listening to music  
Drawing

## OBJECTIVE

Seeking a career opportunity that will enable me to gain valuable experience and enhance my quantitative and analytical skills while I work towards achieving company's objectives where my skill and abilities will be recognized and aid to my growth and development.

## EDUCATIONAL QUALIFICATION

B. Com (General) in the year 2017 from Meenakshi University, Tamil Nadu, India.

## AREA OF EXPERIENCES

Rishab Enterprises - as Accountant from Dec 2021 to Till Present

- Answer incoming customer calls, Providing information about products and services including pricing, delivery options, and order status.
- Manage all accounting transactions through Tally
- Payments follow up with customer
- Reconcile accounts payable and receivable
- Stock maintenance
- Handling petty cash
- Handle monthly closings for tax returns.

Arcon Electrical - as Accountant cum Admin from Dec 2017 to Nov 2021

- Accounting through Tally
- Payments follow up with customer
- Stock maintenance
- Handling petty cash

Store Assistant, Eyetex from Apr 2017 - Dec 2017

- Updating stock levels in the inventory system

