**Name: G. RAJASRI**

**Address: W/O Mohan M**

#26, 8th cross Shanthi Layout

Ramamurthy Nagar,

Bangalore -560016.

Ph No: 8792287675,7019534849

E-mail: Rajasritinku.gajula@gmail.com

**Personal Strength**:

- My positive attitude which adds beauty to my life

- Hard worker

- Punctual & sincere towards work.

**Professional Summary**

An Enthusiastic professional with hands on experience in Accounting areas, Tally, VAT, CST, BRS, Designing CTC & salary Break-up. General ledger accounting.

**Educational Qualifications**

* M.Com– 2021 – Accounts & Finance- Annamalai University
* B. Com– 2013 - 70.10% - MS Ramaiah arts science and commerce college
* Intermediate (CSBA) – 2010 - 73.16%- MS Ramaiah composite PU college
* 10th class – 2008 - 62%- Kendriya Vidyalaya Yeshwanthpur

**Professional Training**

* Completed the corporate practical oriented training with hands on experience in -Accounting, Taxation and statutory areas covering –
* Accounts with Excel Reports, Tally 9, CTC designing, VAT & CST, Service Tax & TDS.

**Computer Skills**

* Good working knowledge in word, excel, Power point and excel reports i.e., pivot table, auto filters, vlook up, freeze panes which is used prepare to MIS reports.
* Working knowledge of Tally ver. 9 Software.

**Professional Experience**

* Company Name: SHANKAR RAJAN CO. (CA CO.)

Designation: Accountant

Period: 1 Year

* Company Name: INNOVATIONS UNLIMITED TRAINING CO. (IUTS)

Designation: Executive Asst Operations & HR

Period: 1 year

* Worked as a freelancer for skyline consultancy services

- Conducted coachings for 1 year on Accountancy & Statistics subjects for PUC students.

**Job Profile**

* Journal Entries, Adjustment entries (Accrual, prepayments, depreciation)
* Tally 9,TDS, VAT
* Bank statement reconciliations
* Knowledge of balance sheet and P&L accounts
* Adhoc reports as per management requirement

**Personal Details:**

* Husband Name: Mohan M
* Date of Birth: 31/8/1992
* Nationality: INDIAN
* Religion: HINDU
* Marital Status: Married
* Languages Known: English, Hindi, Kannada & Telugu

**Declaration:**

* I hereby declare that the above-furnished details are true with proven records.

Date: Rajasri

Place: