**Gayathri.R M.COM Flat No.34,Block – 5,**

**Maan Sarovar Raaja Apartments**

**11 – A,Arcot Road,**

**Lakshmi Nagar,Chennai-116.**

**Mobile No.9840695981.**

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Objective:

To learn more and increase my learning ability and excel well in the field I am engaged and work up To the expectation of an organization

**Educational Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Qualification** | **School/College** | **Board – CBSE/MATRIC** | **Percentage** | **Year – Passed Out** |
| 10th Standard | Devi Academy senior secondary school | CBSE | 73% | 2000 |
| 12th Standard | Balalok Matriculation Higher Secondary School | Matric | 92% | 2002 |
| B.Com | Meenakshi College for Women | Women’s College | 91.5% | 2005 |
| M.Com | Meenakshi College for Women | Women’s College | 96% | 2007 |

**Foot Note:**

**1.Has received Proficiency in the college for 3 years.**

**2.Has obtained centum in Cost Accounting & Management Accounting in the 3rd Year.**

**3.Has obtained centum in the Management Accounting and has passed M.COM with First Class**

**With Distinction.**

**Additional Qualification:**

* **Tally 9.1 Version**
* **Basics in M.S Office,word,Excel,Power Point**
* **Has Passed Typewriting Lower with Distinction**
* **Has Passed C.A[CPT] entrance in the year 2008 Feb.**

**Work Experience:**

**Initially joined as Accounts Assistant in the year 2008 and was promoted as Accounts Executive in the year 2009.[VIVEKS SERVICE CENTRE]**

**Now I am designated as Accounts Officer in the VIVEK LIMITED – CIT COLONY**

**Permanent Employee.**

**I am currently managing 5 members and working for the department Recharge Express.**

**I am taking care of Accounts related to DTH & Mobiles.**

**DTH:**

* **DISH TV/SUN DIRECT/RELIANCE BIG TV/VIDEOCON D2H/AIRTEL DTH &**

**TATASKY**

* **All brands of Mobiles.**
* **Reconciliation Report**

**Work Experience: 6 Years**

**I joined in the Viveks in the year 2008 6th Aug and working till now.**

**The main reason why I did not try in for an other job is due to the work freedom**

**Which I have here now I thought it is time to move on due to my own reasons.**

**I have also been incharge of an assignment in the VIVEK’S PROJECT AIRTEL MONEY**

**I was incharge for the accounts maintaining along with the original work wherein I was appreciated by the management and was given Rs.4000/- in the form of cheque.**

**Personal Details:**

Father’s Name: Late.P.K.Rajasekaran

Mother’s Name: R.Shanthi

Gender: Female

Age: 29 Years.

Date of Birth: 29.11.1984

Languages Known: English/Tamil

Married/Un Married: Un Married

**Foot Note:**

From 6 Months Baby I was brought up by my Grand Parents.

I wholeheartedly declare that the information provided above is true and will come up to the expectation of your esteemed organization when given an opportunity.

Thanking You

Place: Chennai – 116

Date: Yours Faithfully

[R.Gayathri]