

# CURRICULUM VITAE

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## Objective

To make a positive contribution through sustained effort and initiative to the growth of the organization and in the process add to my knowledge, thus enabling me to further my career in finance sector.

## Professional Summary

### **Accounts & Finance Dept: Feb 2012 to 2015**

**Employers name – Kovai Medical Centre and Hospital**

#### **Job Responsibility:**

- Day to Day Accounts Works in Accounting Software.
- Checking of Day to day In- patients cash Collection and system entries.
- Monitoring Monthly salary List.
- Bank Entries.
- Monthly Bank reconciliation.
- Pharmacy, Lab, Etc cash Verifications

### **Accounts Manager – May 2017 to Sep 2018**

**Employers name – Prime Time Events & Brands india private Limited**

#### **Job Responsibility:**

- Take care of accounts Payable follow-up. Prepare reconciliation statements
- Support the external audit in carrying-out and ensuring timely completion of audit.
- Day to Accounting Transactions in Tally-ERP-9.0.
- Monthly bank Reconciliation weekly basis.
- Handling overall responsibility of account & commercial function
- Client & Vender Interaction & making follow-up for Payments
- Account entry in Tally ERP (cash Voucher, Bank Voucher, Journal Voucher, Sales, Purchase)
- Debtor & Creditor Reconciliation Monthly
- Follow Up with Local Bank for Banking Transaction
- Online Fund transfer (Internet Banking)
- Co-ordinate with internal auditor.

### **Accounts Executive – Sep 2018 onwards**

**Employers name – Vaid Logistics private Ltd**

#### **Job Responsibility:**

- Support the external audit in carrying-out and ensuring timely completion of audit.
- Day to Accounting Transactions in Tally-ERP-9.0.
- daily bank Reconciliation.
- Account entry in Tally ERP (cash Voucher, Bank Voucher, Journal Voucher, Sales, Purchase)

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- Follow Up with Local Bank for Banking Transaction
- Online Fund transfer (Internet Banking)
- Co-ordinate with internal auditor.
- GST , ESI & PF filing

## Professional Qualification

- Cost and Management Accountant (Inter) passed from **The Institute of Cost Accountant of India**, Coimbatore Chapter in June 2012.

## Academic Details

- B.com Passed from In June 2008.

## Computer Proficiency

Office: MS Excell, Ms-Word  
Operating System: Windows 7/8  
Accounting Tools: Tally ERP 9.0

## Personal Details

Name : Gayathri.V  
Father : K. Vijayakrishna  
Languages : English,Hindi,Tamil, Malayalam  
Date of Birth : 19.07.1989  
Gender : Female  
Present Address : Lavender Garden, Vinobha Nagar, Kadavanthra

## Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date :  
Place : Ernakulam