

GAYATHRI MOHAN



PERSONAL INFORMATION

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ADDRESS FOR COMMUNICATION:

Gayathri Mohan
AMBADI
KULAMANGALAM,
SREEKARIYAM P.O
Trivandrum, Kerala- 695011

PERSONAL DATA:

DATE OF BIRTH : 01/01/1991

SEX : FEMALE

NATIONALITY : INDIAN

MARITAL STATUS : MARRIED

HUSBAND'S NAME : SUJITH SUKUMARAN

LANGUAGES KNOWN :

ENGLISH : READ, WRITE & SPEAK

MALAYALAM : READ, WRITE & SPEAK

CAREER OBJECTIVE

Senior Accountant with a M Com ,5+ years related work experience and a strong background in Finance, Taxation and Accounting methodologies and practices. Diplomatic and tactful; skilled in effective interpersonal interaction. **Seeking** Employment as a **Senior Accountant** in a reputed Organization.

ACADEMIC QUALIFICATION

M Com Finance

Kerala University

Bachelor Of Commerce

Kerala University

Plus Two

Board of Higher Secondary Education

ADDITIONAL QUALIFICATION

- GST Accounts Assistant Course from Gulati Institute of Finance & Taxation,Chavadimukku,Sreekariyam-Conducted by Govt of India
- Diploma in Computer Application – MS Word,MS Excel,MS Powerpoint & Tally ERP9
- Diploma in Professional/Computer Accounting from Accounts Service Society – One Year Course
- Diploma in Airport Operation from Kerala State Tourism Department – 6months Course

PERSONALITY TRAITS

- **Well-developed analytical skills** - Skillful at processing data/information, keeping records and tabulation.
- **Strong background in bookkeeping** includes General Ledger, Accounts payable/ receivable, Final Accounts and reporting.
- **Expertise** in preparing financial statements, monitoring daily cash transactions, developing annual budgets and recording all financial activity for small to medium sized businesses.
- **Continuously updated and thorough** working knowledge of accounting principles and practices as well as Goods & Sales Tax Laws.
- **Interact** professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.

GAYATHRI MOHAN

- Effectively gather, analyse, compile and synthesize data into written reports
- Proven ability to handle multiple, competing priorities in an effective manner
- Effective communication skills, excellent English, especially written, combined with interpersonal strengths and a high degree of professional integrity.

STRENGTHS

- Hardworking to take the new challenges and to utilize my skills and abilities.
- Fast learner with ability to grasp new concept and technologies.

TECHNICAL KNOWLEDGE

- Financial Accounting
- General Ledger
- Online Bank Transactions
- Financial Reporting Cash accounting
- Accounts Receivable/Payable
- Financial Advice
- Bank Reconciliations
- Expenses Reconciliations
- Petty cash management

WORK EXPERIENCE

- **Working as an Accounts Officer in Alterneit Lifestyles Pvt Ltd, Trivandrum**
- **One Year experience as an Accountant in Sabarigiri International School, Trivandrum**
- **One Year Experience as an Accountant in a Construction Company at Trivandrum**
- **Two and half years experience as a Branch Executive in Kosamattom Finance, Trivandrum**
- **One Year Experience as an Accountant Trainee from Accounts Service Society, Thrissur**

❖ KEY RESPONSIBILITIES

- **Monitor** and maintain the accounts for 30 to 40 daily sales cash transactions, amounting to over INR 1 lakh.
- **Maintain** general ledger and all books of accounts up to Final accounts & Balance sheet.
- **Perform** internal audits and submit detailed recommendations to management and directors, identifying potential problems, excessive spending and solutions for the same.
- **Manage** the Bank Reconciliation Statements of the Company for all receipts and payments.
- **Verification** of data and Maintenance of Outstanding reports for debtors and creditors.

GAYATHRI MOHAN

- **Generate** and Maintain of sales inventory report.
- **Conduct** monthly reconciliations of Goods and Invoices received, GR.IR chasing, reconciliation of expenses, accounts payable/receivables, cash flow.
- **Maintain** the company's data records.
- **Generate** accounts reports pertaining to SALES TAX, GST and TDS.
- **Handle** customer queries/feedback as well as resolving their problems.

DECLARATION

I hereby declare that the above mentioned details are current and up to date.

GAYATHRI MOHAN