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| **PERSONAL PROFILE:**  NAME:  **GOURI CHANDRAN**  DATE OF BIRTH:  **08TH APRIL 1995**  GENDER:  **FEMALE**  NATIONALITY:  **INDIAN**  MARTIAL STATUS:  **SINGLE**  COMPUTER SKILLS:  **MS WORD, EXCEL, MS OFFICE, TALLY,INTERNET**  LANGUAGES KNOWN:  **ENGLISH, MALAYALAM, HINDI, TAMIL.** |

**GOURI CHANDRAN**

 Thazhekunnathu veedu , Avittom Road , Medical College P O, TVM

 [gourichand95@gmail.com](mailto:gourichand95@gmail.com)

****  **9567083831, 9645385179**

## OBJECTIVE

To take up challenging task in a professionally managed organization, which will give me space to grow , utilize my creativity and enhance my potential while I can contribute to the organization using my current knowledge skills.

## ACADEMIC QUALIFICATION

**M.Com\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2015-2017**

All Saints College Trivandrum, Kerala

**B.Com\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2013-2015**

All Saints College, Chackai Trivandrum, Kerala

**Higher Secondary Examination( HSE)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2012**

St Marys Higher Secondary School,Pattam Trivandrum, Kerala

**Secondary School Leaving Certificate(SSLC)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2010**  StMarys Higher Secondary School,Pattam Trivandrum, Kerala

## TECHNICAL QUALIFICATION

* **TALLY**
* **DIPLOMA IN SALES TAX PRACTICE**
* **STATE ELIGIBILITY TEST ( SET)**

## EXPERIENCE

**2018 JAN – 2019 APR : ACCOUNTANT**

W O R K E X P E R I E N C E

**ATLANTIC TRADERS , CHACKAI ― Trivandrum, Kerala**

**Responsibilities undertaken**

* Keeping accounts of customers( Debtors)
* Keeping accounts of Suppliers ( Creditors)
* Done several trading and marketing of building materials.
* Bargaining and Fixing of deals with traders.
* Negotiate on price and grow business.
* Maintain customer records by updating account information and Fulfilling all the customer needs at its best possible manner for the best growth of the company.
* Resolve client queries and ensure timely closure of all issues.
* Handling customer calls and emails.

• Opening customer accounts by recording account informationand also maintains customer records by updating account information.

•Analysing customer needs and recommending products based on those needs.

* Studied the ways for handling the customers according to their needs.

**FROM 2019 MAY : ACCOUNTANT**

**HARIKRISHNAN ASSOCIATES, KESAVADASAPURAM ― Trivandrum, Kerala**

**Responsibilities undertaken**

* GST return filing.
* All accounting features , including bank reconciliations, expense accruals , coding of transactions and reviewing book keeper’s entries.
* Maintaining Financial Statements of companies
* Preparation of final accounts
* Preparation of monthly reports
* Account keeping in tally
* Income tax return filing
* Reconciliation of reports and financial data.
* Handling Inventory biz software
* Review of invoices for accuracy within contractual guidelines and deal directly with vendors to resolve invoice discrepancies.

## SKILLS & STRENGTH

Critical thinking.

Excellent time management, forward planning and prioritization skills. Identifying risk.

Takes initiatives and has flexible attitude to work, as appropriate. Leading an organization.

Adaptable and willing to work in team. Financial reporting.

The ability to work under pressure and meet tight deadlines. Microsoft Office Suit

Adaptable and willing to work in team. Social Media and Networks.

Disciplined and good etiquette. Power point.

Fluency in oral and written English. Quick learner.

Good organizing and planning skill. Hard worker.

## DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

29 December 2019 GOURI CHANDRAN

Trivandrum , Kerala