

RESHMI RAJU

JUNIOR ACCOUNTANT

PROFESSIONAL SUMMARY

Accounting professional seeking a Junior Accountant role, with a detail-oriented approach to financial management. Skilled in accounting and compliance, with experience in maintaining accurate financial records, budgeting, and tax compliance. Bringing internship experience in financial analysis, financial reporting, and ensuring compliance, with strong analytical and problem-solving skills.

INTERNSHIP EXPERIENCE

Accountant Trainee

Finprov Learning Pvt Ltd | Nov 2023 - Aug 2024

- Maintained books of accounts.
- Utilized SAP S/4HANA FI, Tally Prime & ERP 9, and Zoho Books for financial management and accounting.
- Assisted in budgeting, preparation, finalization, and analysis of profit & loss accounts and balance sheets.
- Handled GST and Income Tax compliance, including filing of GSTR and TDS returns.
- Computed and managed ESI and PF for employees.
- Conducted account and bank reconciliations to ensure accuracy.
- Assisted in financial analysis and reporting.
- Gained experience in financial data management and compliance.

TECHNICAL SKILLS

- SAP S/4HANA FI
- Tally Prime & ERP 9
- Zoho Books
- MS Excel
- GST
- Gulf VAT
- Income Tax
- ESI & PF

LANGUAGES

- English
- Malayalam

CONTACT INFORMATION



+91 7591919620



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Ragi Bhavan, Pangalukadu, Pulippara PO, Kadakkal, Kollam, Kerala - 691536, India

EDUCATION

Master's Degree in Commerce (M. Com)

Indira Gandhi National Open University (IGNOU)
Currently Pursuing

PG Diploma in Indian and Foreign Accounting (PGDIFA)

Finprov Learning Pvt Ltd, Trivandrum
Completed in 2024

Bachelor's Degree in Commerce (B. Com)

Kerala University
Completed in 2023

HSS

Kerala Board of Higher Secondary Examinations
Completed in 2019

SSLC

Kerala Board of Public Examinations
Completed in 2017

CERTIFICATIONS

- PG Diploma in Indian and Foreign Accounting (PGDIFA)
- SAP S/4HANA FI
- Tally Prime & ERP 9
- Zoho Books

Declaration: I hereby declare and confirm that the information provided above is true, accurate, and complete to the best of my knowledge and belief.