

T.YOGITA
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Contact. No.:

Mobile No: 9486992302

Communication Address:

Flat no F-3, crest
blossom, 6th street,
Venkatesnagar,
pallavarm,
Chennai-600070.

Permanent Address:

No:13A,Burma Colony,
Thirunagar,
T.V.Kovil, Srirangam,
Trichy-620005.

Personal Details:

Father's Name:
R.S.Thanabalan

Date of Birth:
25th May 1998
Age : 23

Sex : Female

Nationality : Indian

Marital status : Single

Languages Known:
English - Speak,Read&Write
Tamil - Speak, Read & Write
Hindi – Read & Write

Professional Details:

Designation : Auditor

Field : Accounting

Current CTC: 1.0 L/A.

Expected CTC:As per
Norms.(Negotiable)

Notice Period: Immediate

Aspiration

Challenging and rewarding upper-level position in a growth-oriented organization, will fully utilize both my technical and managerial abilities.

Education

- | | |
|---|-----|
| ❖ S.S.L.C | 77% |
| St.Philomena's Girls Higher Secondary School
Melapudur, Trichy – 620001. | |
| ❖ H.S.C | 72% |
| St.Philomena's Girls Higher Secondary School
Melapudur, Trichy – 620001. | |
| ❖ B.Com | 73% |
| Holy Cross College(Autonomous)
Chathiram, Srirangam, Trichy – 620002. | |
| ❖ CMA | 61% |
| The Institute of Cost Accountants of India
Cantonment, Trichy – 620001. | |

Summary

- ❖ 6 month Experience in Direct Auditor
- ❖ Experienced in Tally ERP 9, SAP and responsible of Internal and External Audit.

Key skills

- ❖ Knowledge in Tally ERP 9
- ❖ Basic Knowledge in SAP
- ❖ Knowledge in MS Excel, Power point presentation, Word documents and SAP

Area of interest

- ❖ Accounts
- ❖ Auditor

Previous Employer

Period: Nov 2020 to May 2021

**Francis Auditor Office
Chathiram, Trichy - 620002**

Company profile

Name: **Francis Auditor Office**

Duties of an Auditor are authorized personnel that reviews and verifies the accuracy of financial records and ensures that companies comply with tax norms. Their primary objective is to protect businesses from fraud, highlight any discrepancies in accounting methods, among other things.

CUSTOMERS:

Nizam and Victor Agencies.

Job Profile

- ❖ Planning and reviewing audit.
- ❖ Reviews of policy and procedures.
- ❖ Comply with auditing standards.
- ❖ Preparing GST report.
- ❖ Keeping abreast with regulatory changes and industries standard.
- ❖ Report writing, presentation skills and problem solving skills.
- ❖ Responsible for documentation and recording transaction.
- ❖ Prepare the entire final audit report.

Place:

Date:

[Yogita.T]