

R E S U M E

C. GIRIJA

Do No. 61/30,
Third Floor,
Apparswami koil St,
Mylapore,
Chennai-600004.

OBJECTIVE

Seeking a challenging position. That would enable me to put my gained experiences to improve and grow along with the company.

PERSONAL DETAILS

Spouse	: C.M. SAI KISHORE
Date of Birth	: 29.05.1965
Sex	: Female
Marital Status	: Married
Nationality	: Indian
Religion	: Hindu
Languages known	: English, Telugu & Tamil.
Permanent Address	: Do No. 60/31, Third Floor, Apparswami koil St, Mylapore, Chennai-600004
Mobile	: 7299078086

EDUCATIONAL QUALIFICATION :

M.COM

B T COLLEGE,
MADANAPALLI.

B.COM

B T COLLEGE,
MADANAPALLI.

COMPUTER QUALIFICATION

- Knowledge in computer.
- MS –office
- Online based software
- Financial accounting with TALLY.ERP 9
- TYPE WRITING (HIGHER)

EXPERIENCE:

- Self Help Group accounts and cash management –5years.
- Teacher in SIP Abacus –6 years.
- Accountant in Subham Foods - 1.5 years.
- Accountant in Amma Nanna Retail Stores - 1.5 Years.
- Accounts Executive in Sevalaya Trust - 7 Months
- Auditor office -2 year
- Accounts Manager in Aluminum Products Corporation (Interior Sub contractor) –1 year (Current Job)

WORK EXPOSURE:

- TDS filling.
- GST filling.
- Preparation of Financial Statements.
- Preparation of BRS.
- Preparation of Salary Statement.
- Receipts and Payments management.
- Income Tax Returns.

Present CTC: 2.70 lakhs per annum

Expected CTC: Negotiable.

DECLARATION

I hereby declare that the above said details are true and correct to the best of my knowledge.

Place: Chennai.

Yours Truly,

Date: 10.06.2018

(C. Girija)