

K.DHATCHAYINI.

E-Mail: dhatchi1994@gmail.com

Mobile : +91 8807574237

PROFILE

I am a sincere, loyal and dedicated individual who has a great deal of ambition. I love to learn, and I am always up to challenge. I get along well with others, while also working efficiently on my own. I am seeking a position where I can get the Opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

EDUCATIONAL QUALIFICATION

Name of Examination	Year or Period	Percentage	Board of Education
B.COM	2012-2015	62	Madras university
HIGHER SEC SCHOOL	2010-2012	85	Board of state
SSLC	2009-2010	75	Board of state

TRAININGS UNDERTAKEN

- ❖ Completed 100 hours of IT (Information Technology) Training and Orientation Programme conducted by ICAI.
- ❖ Completed 3 years of Articleship training at Anand and madhan chartered Accountants firm.

COMPUTER SKILLS

- ❖ Computerized Accounting with Tally
- ❖ Proficient in MS-Office
- ❖ Well - versed knowledge in Compu-tax software.

WORK EXPERIENCE

- ❖ **Name of the Audit Firm : Anand and madhan chartered Accountants.**
- ❖ **Completed 3 years of Articleship**

As an Audit Trainee, I have gained experience in the performance of statutory audits under Indian GAAP, Tax audit conducted under section 44AB of the Income Tax Act, 1961, Internal Audit, Audit under Section 63-A of Tamilnadu Value Added Tax Act (TNVAT Act), 2006, Stock Audits, Concurrent Audits and other accounting / taxation services. Also, I have handled e-filing of tax returns and Filing GST Returns .

- ❖ **Jobs handled:**
 - Part of a team which is involved in preparation of information and appearing before Income Tax authorities on behalf of Corporate Clients
 - Internal audit of listed manufacturing Company and other companies.
 - Tax audit of various companies and firms
 - Audit of accounts under TNVAT Act of various entities
 - Statutory audit of various companies
 - Preparation of Consolidated Financial statements for various companies involving Multi acquisitions, Cross holdings and Step holdings.
 - Involved in corporate as well as individual tax consultation and finalization of income tax returns.
 - Concurrent audit of various banks.
- ❖ **Daaba Express restaurant working for branch manager**

PERSONAL SKILLS

- ❖ Willingness to learn
- ❖ Excellent problem solving skill and a self-starter
- ❖ Good communication and interaction skills
- ❖ Positive thinking
- ❖ Hard working
- ❖ Athletics track and field
- ❖ Basket ball, table tennis, and cricket etc.

ACHIEVEMENTS

Sports:

- In schooling Athletics and Basket ball state player.
- In College Basket ball university player.

PERSONAL PROFILE

Name : Dhatchayini
Father's Name : kaveri mani
Sex : Female
Marital Status : married
Nationality : Indian
Hobbies : Singing songs and Listening to Music
Present Address : No.31/137
Kesavanar Street,
Big nattam,
Chengalpattu- 603 002.

Phone No : +91 8807574237
Date of Birth : 26-04-1994
e-mail : dhatchi1994@gmail.com
Languages Known :

Read	Tamil, English
Write	Tamil, English
Speak	Tamil, English

Declaration:

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

Place : Chengalpattu

Date : (DHATCHAYINI)