

RESUME

G. HARITHA

No.25/22 Bharathidasan Nagar, Subramaniya salai,
1st cross street, Alapakkam, porur, ch-116
Phone no: 7448796390

CAREER OBJECTIVES:

To work in a challenging and responsible position where my professional background can be utilized for the purpose of the organization and to update myself with the technology so as to enable to myself established in future.

EDUCATION:

DEGREE	INSTITUTE	UNIVERSITY	PERCENTAGE	YEAR OF PASSING
B.com	St. joseph's college of arts& science, kovur.	Madras university	64.2%	2020
H.S.C	Government girls higher secondary school, porur	State board	69.25%	2017
S.S.L.C	Government girls higher secondary school, porur	State board	56.2%	2015

TECHNICAL SKILL:

- ❖ English typing
- ❖ Ms office
- ❖ Tally ERP
- ❖ GST

WORK EXPERIENCE:

Working as Accounts Assistant in K Sathya & Co from December 2020 to till now and roles and responsibilities there are as follows,

- ❖ Filing of GST Monthly returns and Refund applications
- ❖ Filing of E-TDS Returns and making corrections
- ❖ Tax computation and filing of Income tax returns for Individuals
- ❖ Prepared Reconciliation's Statements of Banks, Debtors, and Creditors etc
- ❖ Experienced in using Greytip HR Software - HR and Payroll Software, Online Payroll, Leave and Claims application.

STRENGTH:

- ❖ Positive thinker
- ❖ Smart worker
- ❖ Problem solving
- ❖ Leadership

AREA OF INTEREST:

- ❖ Accounting
- ❖ GST Return filing and related works

PERSONAL DATA:

Date of birth : 24.12.1999
Gender : Female
Nationality : Indian
Marital status : single
Language known : English, Tamil & Telugu

DECLARATION:

I herby declared that the above mentioned details are true and correct to the best of my knowledge and belief.

DATE:

PLACE:

YOUR'S SINCERELY,

Haritha. G

