

KASTHURI RAJA L

JR ACCOUNTANT

CONTACT

- 7010367690
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- Melandi Main Road, West
Tambaram, Chennai

PROFILE SUMMARY

Hardworking and detail-oriented Junior Accountant with a degree in Accounting. Skilled in using Tally Prime and Excel for recording and analyzing financial data. Experience with handling accounts payable and receivable, preparing reports, and supporting audits. A quick learner and team player with strong communication and problem-solving skills

EDUCATION

- 2022-2024
MADRAS UNIVERSITY
 - Master of Business Management (FINANCE)
- 2019-2022
PERI ARTS AND SCIENCE COLLEGE
 - Bachelor of Commerce (B.Com),
 - GPA: 7.7

SKILLS

- Financial Accounting
- Tally Prime & ERP-9
- Bank Reconciliation
- GST & TDS Compliance
- MS Office (Excel, Word)
- Communication & Teamwork
- Time Management

LANGUAGES

- English: Fluent
- Tamil: Fluent

WORK EXPERIENCE

VGK BUILDERS PVT LTD 2023 - PRESENT

JR ACCOUNTANT

- Maintained accurate financial records using Tally Prime and Microsoft Excel
- Handled TDS calculations, deductions, return working, and reconciliation
- Performed GST entries, return working (GSTR-1, GSTR-3B), and resolved GST mismatches
- Reconciled bank statements and assisted in monthly and annual financial closings
- Prepared journal entries and maintained general ledgers
- Supported statutory audit and internal audit processes
- Assisted in budget preparation and monitored day-to-day expenses

SR RAJA LOGISTICS 2021- 2023

JR ACCOUNTANT

- Maintained and recorded financial data using Tally Prime
- Filed TDS returns, deducted TDS, and prepared quarterly reports
- Managed GST entries, prepared monthly GSTR-1 and GSTR-3B returns
- Reconciled bank accounts and vendor ledgers