

## **RESUME**

**Name:** P.Kalyani,

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### **Career Objective:**

I am seeking for a position in software organization to gain knowledge and want to be part of the success in an environment of growth and excellence.

### **Academic Profile:**

- **P.G.** in computer and account by an aggregate of 62% from CV Raman University in 2018.
- **Graduate** in B.Com in Commerce by an aggregate of 67% from C.V.Raman University in 2017.
- **Intermediate** MPC by an aggregate of 60% from State Board in 2014.
- **SSC** by 50% from State Board, Bilaspur in 2012.

### **Experience Details:**

#### **Organization name:**

- Company Name : DPMK Fertilizer Pvt. Ltd .
- Designation : Accountant
- Duration : August, 2016 to November, 2018

#### **Key Responsibilities:**

- Sales & purchase, General entries, country receipts & payment entries in tally
- Bank Reconciliation.
- Day to day cash Cheque RTGS, NEFT forms or depositing slips filling
- Debits and credits Responsibilities
- Entries of Debit note and Credit note
- Handling & petty cash all day to day Accounting activities
- E-Way bill
- Preparing filling GST & TDS return.

#### **Organization name:**

- Company Name : C.A. Firm
- Designation : SAP Accountant
- Duration : December, 2018 to Till Date.

#### **Key Responsibilities:**

- Financial accounting global setting : Transaction Data Screen Customization, Posting Period, Document type.

- General Accounting global setting : Chart of accounts, Master Data screen customization.
- General Ledger Accounting : Account Payable, Account Receivable, Recurring Entry/Sample Documents & closing Procedures.
- Post a Purchase and Sales Invoice,
- To perform a journal Entry Posting, Bank Reconciliation
- Payroll , Document Posting in SAP.
- Opening and Closing Posting Periods and to post a sales Invoice
- Sales and Purchase Returns - Credit Memo.

### **Technical Knowledge:**

- Course Completed in SAP FI.
- Tally.ERP 9
- M.S. office.
- Basic use of computer
- Operating System: Windows XP

### **Soft Skills:**

- Communication Skills.
- Self Confidence.
- Interpersonal abilities.

### **Personality traits:**

- Adaptability to new environment
- Ability to work in time bound crisis situations
- Sincere and Hard working

### **Personal Profile:**

Name	:	P. Kalyani,
Father's Name	:	P. Someshwar Rao
Date of Birth	:	28-05-1995
Languages Known	:	English,Hindi and Telugu.
Present address	:	Hemu nagar near Ashairwad Bhawan Road Bilaspur Chhattisgarh 495001.

### **Declaration:**

I hereby declare that all the above information furnished is true and correct to the best of my knowledge and belief.

Place:Bilaspur

Date: (P. KALYANI)