



GAYATHRI O M

CURRICULUM VITAE

Work in an organisation demanding all my skills and efforts to explore and adapt myself in the field of accounting and to realize my real potential to contribute to the success of the organization and the general development.

Educational Qualification

Course	Institution	University/Board	Percentage of Marks Obtained	Year of Passing
M.Com (Finance)	St Stephens College, Uzhavoor	Mahatma Gandhi University	79.00	2016
B.Com (Finance And Taxation)	SreeSankara College, Kalady	Mahatma Gandhi University	85.50	2014
Plus Two	S.N.V SKT H.S.S, N.Paravur	Board of Higher Secondary Examinations, Kerala	90.33	2011
SSLC	H.I.H.S.S, Edavanakkad	Board of Public Examinations, Kerala	85.00	2009

Technical Profile:

Computer Knowledge	Accounting Software: Tally Documentation: Microsoft Excel, Word, Power Point
Tax Consultancy	GST Registration, GST Filing (GSTR 3B, GSTR 4)

Professional Experience

Accountant at Tax Consultancy Firm from 17 July 2017 to Till the Date

Duties Performed:

- ✓ GST Registration consultancy to organisations.
- ✓ Monthly filing of GST returns.
- ✓ Financial statement preparation using Tally software.
- ✓ Documenting office activities.

Personal Details:

Name : Gayathri O M
Sex : Female
Date of Birth : 15-12-1993
Father's Name : Mohanan O.P
Occupation : Farmer
Nationality : Indian
Marital Status : Single

Blood Group : A+ve
Contact Address : Olayilillom, Edavanakad P.O,
Ernakulam-682502
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References:

1. Mrs.Ambili Catherine Thomas
Associate Professor
St Stephen's college, Uzhavoor
Ph :9847549127
2. Mr.Kurian V. John
Associate Professor
St Stephen's College,Uzhavoor
Ph :8129333377

I hereby declare that all the statements made in the resume are true to the best of my knowledge and belief.

Place: Ernakulam

Date: 30-04-2018



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