

Karthika R

C.C.48/708, 2nd Floor,
Perandoor Road
Pottakkuzhy Lane ,Kaloor,
Ernakulam, Kochi – 682017
Kerala, India



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PROFILE

Skilled professional with expertise in business operating procedures & execution. Proficient in management of accounts payable, accounts receivable, financial reporting and account reconciliations. Good office management skills, quick learner and proficient in using Microsoft products.

EDUCATION

Class	School / College	Year of Passing
M.Com[Finance]	M.G. University	Result awaiting
B.Com.	M.G. University	2013
12 th	Board of Higher Secondary Examination	2010
10 th	Board of Examination	2008

EXPERIENCE

Accountant & Auditor Trainee | T.V. Ganesalyer & Co. | May 2015 – January 2016 |

- Established and maintained working relations with clients
- Executed all approved audit programs
- Studied balance sheets and audit accounts
- Audited business client financial statements
- Preparation of financial statements and vouching
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Accountant | P.P.Sunil & Associates | January, 2016 – February, 2018 |

- Entering purchase and sales invoices of the dealers in Tally
- Filing E-returns in KVAT site, uploading the purchase invoice and sales invoice, eventually the E-payment
- Prepare financial statements for dealers
- Taking C-forms for all the interstate dealers and transaction slips
- Providing Digital Signature from E-Mudra
- GST enrolment for existing dealers.
- Filing GST3B, GSTR1 for dealers

- GST Registration.
- Deals with E- way bill portal

Accountant And Telecaller| STRANBYS ACCOUNTS AND BUSINESS SOLUTIONS|May,2018-Present|

- Filing GST Returns
- Dealing with customers tally related problems and solutions.

PERSONALSTRENGTH

- Technical accounting skills
- Excellent written and oral communication skills
- Exceptional ability to deal with pressure and stress
- Strong ability to work independently
- Developing and implementing financial systems and controls
- In-depth knowledge of accounting regulations and standards
- Efficient maintenance of the integrity of general ledger accounts
- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards

TECHNICAL SKILLS

- Working knowledge of MS Office with a strong level of proficiency in Excel
- Working knowledge of Tally ERP9

PERSONAL DETAILS

Father's Name : N. Rajendran
Mother's Name : ValsalaRajendran
Date of Birth : 15/12/1994
Nationality : Indian
Religion : Hindu
Gender : Female
Marital Status : Single
Languages Known : English, Malayalam, and Hindi.

Reference:

T.V. Ganesalyer & Co.,
Chartered Accounts,
40/115, Prabhat, T.D. Road,
Kochi

P.P.Sunil& Associates

Income Tax & Sales Tax Practitioner(Regd.)
Janmabhoomi Press lane, Elamakkara P.O,
Kochi – 682026

Stranbys Accounts And Business Solutions

44/1137,Pavakulam House, LFC Road,
Near Post Office Kaloor, Cochin-682017

Date:

Place: Kochi

(KarthikaRajendran)