# Karthika R

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

E-Mail ID: empress94@yahoo.com | Mob: +91-80788 98291

#### **PROFILE**

Skilled professional with expertise in business operatingprocedures& 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 <sup>th</sup>	Board of Higher Secondary Examination	2010
10 <sup>th</sup>	Board of Examination	2008

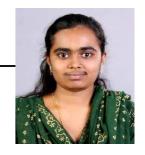
#### **EXPERIENCE**

#### 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

## 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 Practioner(Regd.) Janmabhoomi Press Iane, 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)