

## Gayathridevi KV

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### CAREER OBJECTIVE

My objective is to get engaged as a Finance and Accounting professional in a reputed organization to help them to the best of my ability to achieve their organizational objectives and thereby update myself in my professional career.

ACADEMIC QUALIFICATION	YEAR	INSTITUTE/ UNIVERSITY
<b>Diploma in computerized Financial Accounting</b>	2022	Kerala State Rutronix
<b>B.Com( Finance and Taxation)</b>	2018	M G University, Kerala
<b>Plus Two</b>	2015	Board of Higher Secondary Examinations, Kerala
<b>SSLC</b>	2013	Board of Public Examinations, Kerala

### ADDITIONAL QUALIFICATION

- Articleship Training in M/s Vishnu Rajendran & Co. Chartered Accountants, Kottayam Kerala (2019-2022)
- Course on Information Technology and Training (ITT) organized by ICAI (2019)
- B com Co-Operation MG University distance Education(2021-2022)
- IGNOU M COM Pursuing

### PROFESSIONAL EXPERIENCE

- Preparation, Consolidation and Finalization of Financial Statements of Small and Medium Sized Companies, Partnership Firms, Sole Proprietorships, Non Profit Organizations
- Compilation and Filing of IT Returns, GST Returns, TDS Returns, MCA Returns and Forms
- Conducted various of audits including Internal Audit, GST Audit, Tax Audit, Statutory Audit

## KEY SKILLS

- Excellent oral and intermediate level in written communication skill.
- Leadership and Judgement skill
- Analytical thinking and ability to work both, independently and in teams
- Good time management skills
- Ability to work under pressure
- Conversant in using MS office, Windows, Tally ERP, Winman CA ERP, Winman E-TDS, Winman GST

## PERSONAL INFORMATION

<b>Nationality</b>	: Indian
<b>Date of Birth</b>	: 10/10/1997
<b>Gender, Marital status</b>	: Female, Single
<b>Languages Known</b>	: English, Hindi and Malayalam
<b>Interests</b>	: Music, Reading, Badminton, Gardening

## DECLARATION

I hereby declare that to the best of my knowledge and belief, the above mentioned details correctly describes my qualification and myself.

Kottayam

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