

GOURI RAJ

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Professional Summary

- Intend to build a career with leading organization.
- Strong Computer Background.
- Flexible and work well in a team.
- Seeking a position to utilize my skills and abilities.
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Educational Qualification: -

2022	Master of Commerce and Management from Mahatma Gandhi University, Kottayam
2020	Bachelor of commerce (Finance and Taxation) from Mahatma Gandhi University
2017	Plus Two from Kerala Board of Higher Education
2015	Central Board of Secondary Education

Technical Skills

- Tally.ERP9 & Prime (Financial Accounting Programme)

Trained in: -

Accounts Management	: Handling of all levels of accounts books. Creation and analysis as required by Managements for: Outstanding Receivables / Payables with due date & age wise. Cost centers for all types of Projects and Divisional performance, Voucher classes for automatic allocation, Multiple Currencies for Import & Export. Interest calculation for bank loan, budget, Scenario for Provisional statement and MIS.
Banking	: Bank Reconciliations, Chequebook management, Cheque/Deposit slips printing, payment advice printing, post-dated Cheque.
Job Costing Management	: Job order processing & Job costing for any type of project outsourcing
Inventory Management	: Purchase/Sales order, Re-Order, Inventory Vouchers like Delivery note, Receipt Note, Physical stock etc. Batch wise details with expiry date, additional cost, Price List, Stock Query, Stock valuation etc. Bill of Materials for manufacturing with per unit cost.
Taxation Management	: GST, VAT, CST, Excise & Service Tax.
Payroll Management	: Preparation of salary with PF, ESI, TDS & other statutory.
Technical Advantages	: Tally Vault, Security Controls, Tally Audit, Export and Import of data, Tally ODBC, Consolidation of Accounts for group of companies

Personal Skills: -

- Project Management Skills.
- Hardworking, Disciplined and Self Motivated.
- Good Communication and Leadership Skills.
- Sincere, Creative and Responsible.
- Artwork

Achievements and Extra curricular: -

- Member of Bharat Scout and Guides
- Awarded Rashtrapati Puraskar(2015)
- Awarded CM's Shield(2017)
- Member at College Magazine Editorial Board
- Sports House Captain
- Member of Nature Club at school,college levels

Personal Profile: -

Father Name : Rajan Nair
DOB : 28/04/1999
Sex : Female
Marital Status : Single
Nationality : Indian
Languages Known : English, Malayalam, and Hindi
Permanent Address : Kizhakkethil house
Kunnathukara, Aranmula P.O, Pathanamthitta
Pin: 689533
Kerala, India

Declaration: -

I hereby declare that the information's furnished above are true to my best of my knowledge and belief.

Place: Aranmula

GOURI RAJ

Date: