

Gayathri Rajarethinam

12/35, East Street,
Valangaiman,
Thiruvarur Dist,
TamilNadu,
612804

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gayathrirajarithnam05@gmail.com

Career Objective

Seeking for an opportunity in the field of accounting and finance where performance is rewarded with new responsibilities and hardworking is appreciated to build a career which best suits for my knowledge and skills.

Skill sets

- Thorough knowledge of Accounting
- Very good analytical and problem solving ability
- Good understanding of Management Accounting, Ecommerce and Income tax
- Proficient in MS Office and computerized accounting with Tally.

Personality Traits

- Strong written and communication skills
- Willingness to learn quickly
- Ability to adapt in a team environment very quickly
- Dedicated and Hardworking

Education Qualification

Qualification	Year	Institution	Percentage
B.com with Bank management	2015-Till date (Passing out in 2018)	Swami Dayananda College of Arts and Science, Manjakkudi, Tamilnadu.	74.5
HSC	2015	Sri Saraswathi Padasala Girls Higher Secondary school, Kumbakonam, Tamilnadu.	94.5
SSLC	2013	Sri Saraswathi Padasala Girls Higher Secondary school, Kumbakonam, Tamilnadu.	77.8

Work Experience



Company Name - Wipro Ltd, Chennai

Designation -Officer Accounts Payable Department.

Period – 1.5 years of Accounts Payable

Key Areas and Strength

- Vendor Reconciliations.
- Prepare reports relating to payables
- Smart Worker, Flexible, Quick learner.

Accounts Payable:

- As an aspiring professional with over 1.5 years of experience in the field of Finance and accounts expertise in Accounts Payable
- Doing Vendor and Account reconciliation on a daily basis
- Updating the SOPs as per the change in process and keep the SOPs up to date
- Doing a quality check for the processed invoices and letting the team know for correction to maintain accuracy.
- Identifying and resolving vendor Queries
- Sharing process knowledge with different location team members Weekly interaction with Client

Achievements:

- Successfully Organized an event named “Synergy 2k17 Business Quiz”
- Participated in Inter-College Business Quiz competition and rewarded with second prize
- Participated in several inter and intra college competitions related to Accounting, Finance and Business.

Extra-curricular activities:

- Co-ordinated and Organized various cultural activities in college.
- Won several accolades for Inter and Intra college dance programs.
- Participated in Inter and Intra college workshops and symposiums

Language Skills:

Language	Read	Write	Speak	Proficiency
Tamil	Yes	Yes	Yes	Excellent
English	Yes	Yes	Yes	Good

Personal Details:

Name : Gayathri Rajarethinam
Father's Name : Rajarethinam S
Age : 22
Date of Birth : 5th October 1997
Gender : Female
Marital Status : Single
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Reference:

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I hereby declare that all the above furnished details are true to the best of my knowledge.

Signature:

Name:

Date: