**­GAYATRI ACHANTA**

photo

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Address:8-145, Athwa,  
Surat, Gujarat 395001

**CAREER OBJECTIVE**

To work with a reputed organization where I can utilize my accounting knowledge and skills for the growth of the company, and I tend to acquire some practical knowledge.

**EDUCATIONAL BACKGROUND**

* M.Com Gujarat University, Ahmedabad in 2022 with GPA 8
* BBA from St. Xavier’s College, Ahmedabad in 2020 with GPA 8.2
* Intermediate (C.E.C) from Triveni Intermediate College in 2017, Ahmedabad with GPA 8.5
* 10th class from Littler Flower High School, Surat in 2015 with GPA 8.4

**SKILLS**

* Strong understanding of basic accounting procedures.
* Knowledge of general ledger entry functions.
* Familiarity with MS Excel and Tally ERP 9.
* Basic knowledge of TDS, GST.
* Bookkeeping knowledge.
* Knowledge of bank reconciliation.
* Capable of preparing accounting reports without error.

**PERSONAL INFORMATION**

Date of birth : 02 May 2000

Gender : Female

Father’s name : Kishore Babu

Nationality : Indian

Marital Status : Unmarried

Hobbies : Reading books, Playing Chess

Languages Known : English, Hindi & Gujarati

**DECLARATION**

I solemnly confirm all the information furnished above is true to the best of my knowledge and belief.

Place:

Date: Signature