**GAYATRI SANTAPURI**

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Mobile: 8524XXXX50

H No: 1-245, Vuda Layout, Marripalem,

Visakhapatnam 530009.

**CAREER OBJECTIVE**

A self-motivated and hardworking B. Com graduate with good knowledge in computers seeking an entry level opportunity in the field of financial accounting and taxation.

**KEY SKILLS**

* Excellent knowledge of accounting-related concepts.
* Knowledge in preparing accounting-related documents like invoices, bills, purchases, accounts payable and accounts receivable, etc.
* Knowledge in Tally and MS Excel.
* Ability to prepare journals and vouchers.
* Good communication skills to coordinate with vendors and auditors.

**EDUCATIONAL QUALIFICATIONS**

* Bachelor of Commerce (B. Com) from Aditya Degree College, Visakhapatnam in 2023 with 78%.
* Intermediate from AVN Junior college, Visakhapatnam in 2020 with 84%.
* 10th Class from St Anthony’s high School, Visakhapatnam in 2018 with 82%.

**INTERNSHIP**

3 Months Internship at XYZ Consultants from 01 March 2022 to 31 May 2022.

**KEY RESPONSIBILITIES:**

* Maintaining and updating books of accounts.
* Conducting statutory and internal audits
* Assisting in meeting compliances, with various regulation under the income tax act, GST.
* Preparing payroll statements
* Storing all the business transactions of each account in Tally ERP.

**ACHIEVEMENTS**

* Active participation in various school and college sport events.
* Won silver medal at an Interuniversity cricket tournament in 2021.

**PERSONAL DETAILS**

Date of Birth : 25 July 1992

Gender : Female

Marital Status : Unmarried

Father’s Name : Srinivas Rao

Languages Known : English, Hindi & Telugu

Hobbies : Reading books and listening to music.

Religion : Hindu

**DECLARATION**

I hereby declare that all the information provided above is true to the best of my knowledge and understanding.

Place:

Date: Signature.