

**E-mail:** [**ragini.380956@2freemail.com**](mailto:ragini.380956@2freemail.com)

Ragini

🏆 **OBJECTIVE**

I want to work with an organization that can give me ample opportunities to grow so that I will be able to help in the growth of that organization and will be able to enhance my skills and my capabilities.

🕮 **QUALIFICATION**

* Under-Graduated from Bharathidasan Govt College for Women (Autonomous) (Pondicherry University) with Bachelor of Commerce (B.Com) in April 2012.
* Passed 12th STD Tamil Nadu Board Exams from Sri Rama Krishna Vidyalaya Higher Secondary School in March 2009.
* Passed S.S.L.C. Tamil Nadu Board Exams in April 2007.

📚 **ADDITIONAL QUALIFICATION**

* Undertook 15 days training on General Management Communication Skills in **ICAI, PONDICHERY.**
* Undertook 16 days training on Orientation Program in **ICAI, PONDICHERY.**
* Diploma in PC Professional – **PCP** Certificate Course in Computer Software College **“A”** Grade.
* Department of Technical Education – Junior Grade **FIRST** Class.
* Diplome D’etude en Langue Française **- DELF A1** in De L’ Education Nationale.
* I have been as **NSS** Volunteer Held under theme **HEALTHY YOUTH FOR HEALTHY INDIA (2007-2009)**
* **EXPERIENCE**

**⮚AIMS Institute of Hotel Management:** July, 2015 till April, 2018.

Worked as Accountant Cum Admin.

**Job Profile:**

* Maintaining Petty Cash and tallying the same on day basis and Cash Registers and Bank Transactions.
* Correspondence with banks and Reconciliation of bank statements.
* Handling Accounts Payable and Accounts Receivable and Clearing and Forwarding Bills.
* Tracking payments made in advance and outstanding payments.
* Reviewing and updating of expense details and updating of Incomes.
* Reviewing of updating of Data Entry in Tally.
* Preparation and Maintenance of Statutory Books of Accounts.
* Finalization of Accounts - Preparation of Balance Sheet and Profit and Loss Account.
* Checking incoming mails and replying to the same.
* Preparing ID Cards, Visiting Cards and opening of Bank Accounts.
* Maintaining & monitoring attendance records, late arrivals & overtime.
* Controlling Housekeeping Materials.
* Maintaining Employee Database.
* Monitoring Leave & Permission Records.
* Procurement of stationeries, visiting cards, letterheads and envelopes as per requirement.

**⮚Gopalaiyer and Subramanian Chartered Accountants -Deputed to HDFC bank:** June, 2014 till May, 2015.

Worked as File Processing officer.

**Job Profile:**

* Personal loan, Two-wheeler loan and Auto loan file verification.
* Check KYC norms.
* Making Tele verification of customers.
* Preparation of Quick Data Entry in Finnone.
* Sending Field Investigation officers to customer.
* Preparation of Detail Data Entry and Underwriting forward in Finnone.

**⮚Ganesan and Company Chartered Accountants:** October, 2012 till March, 2014.

Worked as Article Assistant,

**Job Profile:**

* During my articleship I’ve gathered a lot of professional working experience that will assist me in attaining my career objectives.
* General ledger scrutiny and finalization of accounts of Private Limited companies in accordance with Ind AS and The Companies Act 1956. Statutory audit of private limited companies.
* Vouching of various books like purchase book, cash book, journal book.
* Preparation of financial statements and ensuring due compliance of revised schedule VI disclosure.
* Statutory audit and Internal audit of companies in accordance with the companies act, 1956.
* Preparation of company audit report as per the companies act, 1956.
* Ensuring reconciliation of inter entity balance in case of finalization of Group of companies.
* Tax audit of private limited companies partnership firms and proprietorship firms.
* Preparation of tax audit reports i.e. Form 3CA and Form 3CB and annexure Form 3CD.
* Preparing computation of income and income tax returns for Individuals, Firms, Professionals and Companies along with Tax Audit.
* Vat audit and vat audit report and vat returns.
* Finalization of cost sheets for construction companies.
* Physical stock take and valuation as on the year end in accordance with accounting standard issued by ICAI.

🡺  **KEY STRENGTHS**

* In depth understanding of Indian financial reporting framework and financial management.
* Strong problem solving skills with proven ability to perform well under deadlines and extreme pressures.

🡺 **PERSONAL DETAILS**

Date of Birth : 29th December 1991

Sex : Female

Marital Status : Married

Nationality : Indian

Languages Known : English, French, Tamil & Malayalam