
RAJESHWARI P

e-mail: rajeshwari2063@gmail.com

Mobile: +91 8098110836

Career Objective

- To pursue a dynamic and challenging career with an organization of repute, which gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

Academic Qualifications

Qualification	Institution	Board	Year	Percentage
CA (IPCC)	The Institute of Chartered Accountants of India	ICAI	PURSUING	
B.COM	Srinivasan College of Arts and Science, Perambalur	Bharathidasan University	2011-2014	76%
H.Sc.,	Dhanalakshmi Srinivasan Higher Secondary School, Perambalur	State Board	2011	91%
SSLC	Government High School, Kalpadi	State Board	2009	61%

Professional Experience

Role : **Senior Executive – Accounts**
Employer : **DVARA KSHETRIYA GRAMIN FINANCIAL SERVICES PRIVATE LIMITED**
(a Micro Finance Company)
Place : Corporate Office, Chennai.
Duration : December - 2018 to Till Date.
Reporting to : Senior Manager – Accounts

Roles and Responsibilities

- Monitoring of day-to-day financial activities of all branches and Corporate office Accounts.
- Consolidation of Daily & Monthly MIS reports sending to Manager.
- Preparation of Fund Planning & Financials as per requisites.
- NEFT Disbursement Process by 11 a.m. / 5 p.m. and MIS circulated to all KGFS
- Loan Book - Register reconciliation and Interest Accrued - Monitor Exceptions
- Business Correspondence Reconciliation – MAS, Axis, ESAF & NACL (Collection remittance/Disbursement entries) & Invoice raising, accruals & FLDG Provisions.
- All other online payments – Salary, Incentive, Repayments, Vendor Payments & other employee related payments & and reimbursements.
- Bank reconciliation and AEPS reconciliation.
- Online Payment including TDS, GST, PF, ESI, Payments.
- Routine Online Loan Disbursements & Reconciliation.
- Routine Online Loan Repayment as per scheduled to Banks and Financial institutions & Reconciliation.
- Execution of pre-audit before rollout of all organizational payments.
- Team management and ensuring accomplishment of assigned accounts activities.

Professional Experience

- Worked as an Article Assistant for **3 years** in M/s. **A. JOHN MORIS & CO (CHARTERED ACCOUNTANTS)** Chennai since 2015.
- Some of my major assignments during article ship are:

Statutory Audit

- OMIT (Hyderabad)
- Mafoi Analytics Private Limited
- Christina Finance Private Limited
- Eco Office Call
- Gems Recycling Private Limited
- Royalin India Housing (Construction type Activity)

Exposed to:

- Compliance with requirement of schedule III of the Companies Act, 2013.
- Compliance with Accounting Standards.

- Drafting Audit Reports as per the new reporting requirements of Companies Audit Report Order, 2016 (CARO).
- Review of Corporate Governance Report and other Secretarial records.

Internal Audit

- Allahabad Bank, Pudukottai Branch (BANK AUDIT)
- OMIT (Hyderabad)
- Mafoi Analytics Private Limited
- Christina Finance Private Limited
- Eco Office Call

Exposed to:

- GST Return Filing, TDS Filing
- Service Tax computation return filing and working on Cenvat Credit.
- Preparation of Income Tax computation of Individual, Firms, Trust and Companies.

Computer Exposure

- Having good working experience on MS-Office and Tally.ERP9
- Typewriting English JUNIOR & SENIOR
- Typewriting Tamil JUNIOR & SENIOR
- DTP (Photoshop, Pagemaker, Coral Draw)

Key Skills

- Active Listener.
- Quick Learner.
- Ability to cope up with different situations.
- Excellent in Accounting, Auditing, Taxation
- Excellent communication skills.
- High Level of Professionalism.

Personal Details

Date of Birth : 16th July 1994
Father's Name : Perumal
Gender : Female
Marital Status : Married
Nationality/Religion : Indian / Hindu
Language Known : English, Telugu, Tamil
Native Address : 1/100 North Street, Kalpadi (po), Preambular (T.K)– 621 113.

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Place: CHENNAI

Yours Sincerely

Date:

P RAJESHWARI