

G. SWARNALAKSHMI

ADDRESS : No.727,
Ellaiamman kovil Street,
Kanathur Reddykuppam,
Chengalpattu district,
Kovalam Post- 603112
MOBILE NO : +91-9600093521
EMAIL : gowriswarnamay2@gmail.com



CAREER OBJECTIVE

To pursue a challenging career that allows me to demonstrate my professional competencies to the fullest, showcase my talents, and achieve the highest levels of success

ACADEMIC QUALIFICATION

Master of Business Administration: Appeared in 2014 from *The University of Madras, Chennai.*

Bachelor of Commerce: Appeared in 2012 from *The University of Madras, Chennai.*

Higher Secondary Certificate (Standard XII): Appeared in 2009 from, *Manuelmony Matriculation Hr. Sec. School, Chennai.*

Secondary School Certificate (Standard X): Appeared in 2007 from *Dr.A.L Mudaliar Mat. School, Chennai.*

WORK EXPERIENCE

- Working as Sr. Executive - Finance&Accounts in Ajinomoto India PVT Ltd from July 2022 to till date.
- Worked as an Executive- Finance&Accounts in Ajinomoto India PVT Ltd from November 2018 to June 2022.
- Worked as an Associate Accountant in CII (Confederation of Indian Industry) from September 2014 to September 2018.

PROFESSIONAL ACCOMPLISHMENTS

Management Reports

- Preparing consolidated sale report on a monthly basis
- Preparing Inventory Management Report on a monthly basis
- Reporting the physical stock verification Report on a monthly basis
- Compile team inputs, ensure PPT accuracy, and present it during monthly review meeting.

Accounts Receivable

- Raising invoices
- Maintaining Debtors Receivable Statement
- Handling Accounts Receivable Statement
- Collections follow-up with respective sales team

Accounts Payable

- Booking expenses
- Preparing & processing electronic transfers and payments
- Maintaining Petty Cash
- Responding to vendors inquiries
- Reconcile vendor statements and correct discrepancies.

Taxation

- Fulfilling statutory compliance – TDS and GST computing and arranging for timely deposit of taxes
- Addressing and reconciling subject to TDS and GST

General Accounting

- Bank Reconciliation
- Handling bank correspondence (Cheque, Fixed deposits and other bank related activities)
- Responding to customers and vendors inquiries
- Providing supporting documentation for audits and assisting internal/external auditors with inquiries

Internal Financial Controller

- Coordinates training, risk assessment, testing, and audit processes to ensure effective internal controls and across all functions.

TECHNICAL SKILLS

Operating Environment : MS Office (PIVOT, VLOOKUP) and POWER BI

Finance Tools : Tally ERP.9, RAMCO ERP, GST and TDS

KEY SKILLS

- Accounting and Cash management.
- Proficient in time and project management.
- Proficient in working with spreadsheets.
- Adept in data collection and maintenance.

PERSONAL PROFILE

Name : **G. SWARNALAKSHMI**

Husband's Name : G. Gowrishankar

Date of Birth : 27th JUL, 1992

Address : No.727,
Ellaiamman Kovil Street,
Kanathur Reddykuppam,
Chengalpattu District,
Kovalam post-603112.

Academic qualification : HSLC with 1st class - 84%

Academic Achievements : Proficiency in Business Studies – 59.8%
Proficiency in
Commerce – 70%

Languages Known : English and Tamil

Nationality : Indian

Religion : Hindu

Gender : Female

Marital Status : Married

Mobile : +91-9600093521

DECLARATION:

I hereby declare that the information furnished above is true and fair to the best of my knowledge.

Place: Chennai.

Sign:

Date:

(G.SWARNALAKSHMI)