






ChandraKala. C

About Me



 Experienced
 Feb 04, 1998
 Chennai-600082

 +91 97890 55967
 Chandrachengaigh@gmail.com

Bachelor of commerce

Seeking a career in an organization of repute, that would empower me to employ my learning and skills to help the organization reach its goals.

Education

M.com Madras University – Distance Education Chennai,Tamilnadu	Graduated,2022 76% CGPA
B.com bachelor of commerce Anna Adarsh collage for women Madras university Chennai, Tamil nadu	Graduated, 2019 80% CGPA
HSC +2 Radiance matriculation higher secondary school State board Chennai, Tamil nadu	Graduated, 2016 Marks 92%
SSC 10th Radiance matriculation higher secondary school State board Chennai, Tamil nadu	Graduated, 2014 Marks 93%

Professional Qualifications

- Bachelor of commerce with major specialization in accounts from Anna Adarsh collage for women, Chennai.
- Quick learner with ability to adapt and fit into any team.
- Administrative skills
- Ability to work as a part of a team and take direction accurately



Internship Experience

- Company name: Pals plush India Pvt Ltd
- Description: An Organization Study.
- Duration: 3 Months



Professional Experience

From Dec 2019 to May 2022

- Company name: Kaligi Ranganathan Monford Mat Higher secondary school- Chennai
- Department: Accounts
- Designation: Accountant



Roles and Responsibilities

- Ensuring payments, amounts and records are correct.
- Updating and maintaining procedural documentation.
- Crediting salary to staff by checking their additions, loss of pays, deductions, allowances, etc.
- Maintaining staff PF and ESI records.
- Updating daily transactions in tally software.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing. Monthly GST and TDS filing.
- Processing expense requests for the accounts manager to approve.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.



Computer

- Word 2010
- Excel 2010
- Power Point 2010



Languages

- English
- Telugu
- Tamil
- Hindi – beginner



Personal Details

Father's Name: Mr K. Chengaigh

Marital Status: Married

DOB: 04-02-1998

Nationality: Indian

Gender: Female

Declaration

I, Chandra kala, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Chandra Kala