



GM

GAYATRI MALHOTRA

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OBJECTIVE

Seeking a position of Junior Financial Analyst to work in a fast-paced and challenging environment, where solid analytical and quantitative skills, accompanied with a strong passion for the finance industry can be put to use to enable accurate financial decision-making.

SKILLS

- Proficiency of Working with MS Office
- Ability to Maintain Record Book
- Established Interpersonal and Communication skills
- Preparing Bank reconciliation statements
- Tally ERP 9.0
- Cash Flow Statements
- Internal Audit

EXPERIENCE

ACCOUNT ASSISTANT • FROM 2016-2018

- Maintenance of Books of Accounts
- Preparing Bank resolution and Board resolution
- Preparing Bank Reconciliation Statements
- Handling Inflow and Outflow Cash statements
- Regular Intern Checks and assist in Auditing
- Monthly reconciliation for Goods & Services Tax
- Assisting Assistant Finance Manager in preparation of MIS

XXXXXX • AAR KAY INDUSTRIES MAY 2015-JULY 2016

- Documentation, supervising and conducting regular follow ups.
- Assisting the director of the company through mailing and schedule meetings.

EDUCATION

2019 • PURSING BACHELOR IN PSYCHOLOGY • IGNOU

20XX • XII STD • OPEN SCHOOL OF LEARNING

20XX • X STD • G.D. SALWAN PUBLIC SCHOOL, NEW DELHI

