AMEETH SHARMA M

WEB DEVELOPER | IT SUPPORT | ACCOUNTS PAYABLE

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PROFILE

BCA graduate with 1 year of professional experience in Accounts Payable at 247 Digitize, seeking to transition into the IT industry. Possess foundational knowledge of web development, design tools, and strong soft skills including communication, time management, and collaboration.

WORK EXPERIENCE

2024-2025
247 Digitize
Accounts Payable Executive

- Processed and validated invoices ensuring accuracy and compliance with internal policies.
- Coordinated with vendors and internal teams to resolve discrepancies. · Maintained financial records and supported month-end closing activities.
- Developed strong attention to detail and teamwork skills.

PROJECTS

- Portfolio Website
- Code Editor Website
- Notepad Website
- To-do list Website
- Typing Pro Website
- Calculator Website

EDUCATION

2021-2024
ANNAI VIOLET ARTS AND SCIENCE COLLEGE

- Bachelor of Computer Application

U.C.C.K MATRIC.HR.SEC.SCHOOL

- 12th - 54.5% (2020)
- 10th - 60% (2018)

SKILLS

- Front-end Development
- Canva
- Team Collaboration
- Time Management
- Communication
- Microsoft office

TECHNICAL SKILLS

- Html
- Css
- Javascript
- React Js

LANGUAGES

- Hindi (Native)
- Tamil (Conversational)
- English (Professional)