

**POORNIMA. G**

poornijaya28@gmail.com

9791468717

2/66, North Street, Puthur, Tamil Nadu - 641109

## OBJECTIVE

To work in a challenging environment demanding all my skills and adapt myself in different fields for the development of the organization with impressive performance.

## PROFESSIONAL EXPERIENCE

Apr 2022 – June 2023

### Accounts Assistaant

#### Subbiya Associates, Coimbatore

- Ensure correct payments, amount, and records
- Maintained sales and purchase ledger and journals
- GST knowledge and GST Filing
- GST Reconciliation and GST finalizing the Annual return
- TDS knowledge and TDS Software
- GST E-Invoice
- Having knowledge in E way Bill
- Having knowledge in Refund

## TECHNICAL SKILLS

Computer

MS Office- Word, Powerpoint, Excel

Tally ERP9,

Tally prime

GST

TDS

Internet & Email

## EDUCATION

2023

### Hindusthan college Of Arts And Science, Coimbatore

M,Sc, Mathematics

76%

2021

### Hindusthan college Of Arts And Science, Coimbatore

B,Sc, Mathematics

79%

2018

### Government Girls Higher Secondary School, Thondamuthur

Higher Secondary School Certificate

81%

2016

### Government Girls Higher Secondary School, Thondamuthur

Secondary School Leaving Certificate

91%

## COURSE COMPLETED

---

Completed **FINANCIAL ACCOUNTING Using TALLY ERP AND TALLY PRIME** in **Genesis Tally Academy** in Coimbatore

## INTER PERSONAL SKILLS

---

- Dedication & Perfection towards the assigned work
- Positive attitude
- Time Management
- Team Player

## PERSONAL DETAILS

---

<b>Father's Name</b>	: S. Ganesan
<b>Mother's Name</b>	: N. Jayalakshmi
<b>Date of Birth</b>	: 28-09-2000
<b>Nationality</b>	: Indian
<b>Languages known</b>	: Tamil, English

## DECLARATION

---

I hereby declare that all the statements made above are true to the best of My knowledge and belief.

**Place:** Coimbatore

**Date:**

(G.POORNIMA)