

CURRICULUM VITAE

Contact Details:

A. MADHUMITHA, B.COM

E-mail:

madhuanbalagan25@gmail.com

.Mobile Number: +91-8344734844.

Career Objective:

- To secure a challenging position where I can effectively contribute my skills, possessing competent technical skills.

Educational Qualifications:

Examination	School/College	Board/ University	Year of passing	Marks %
S.S.L.C	Government Girls High School, Vaitheeswaran kovil.	State Board	2016	79.2%
H.S.C	Shyamala Girls Higher Secondary School,Sirkazhi.	State Board	2018	63.6%
B.COM	Dharma Puram Adhinam Arts and Science College, Dharma Puram.	Bharathidasan University, Trichy.	2021	72.0%

Experience:

- ✓ Experience in Accounts & Finance Department has Worked With as a **JUNIOR ACCOUNTANT** at ‘**VSAN GROUPS**’ in Chennai. (Oct 2023 – Till Now).
- ✓ Experience in CORPORATE FINANCE Department has Worked With as a **CO-ORDINATOR** at ‘**TIANODE FABRICATED PVT . LTD**’ in Chennai. (Oct 2021 – April 2022).

Responsibilities:

- ✓ Prepare and maintain accurate financial records, including general ledger entries, accounts payable/receivable, bank reconciliations, and other accounting transactions.
- ✓ Assists in the management of day-to-day accounting operations. Invoicing & Cash Application.
- ✓ Assist in the preparation of financial statements, reports, and Quotation.
- ✓ Assist in the preparation of tax returns and compliance with tax regulations.

Special skills:

- Tally course completed.
- Typewriting Junior: Distinction
- Typewriting Senior: Second Class

Personal Data:

Father's Name : S.Anbalagan
Date of Birth : 25.12.2001
Gender : Female
Nationality : Indian
Language Known : Tamil,English
Permanent Address : Indhira Nagar,Vaitheeswarankoil,Nagapattinam(DT).

Declaration:

I hereby declare that the facts stated hereby are authentic and true to the best of my knowledge. If I'm appointed for the post, I assure you that I will do the best for the organization welfare.

A.MATHUMITHA