

PARKAVI

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Objective

As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish as a accountant

Education

2020-2023	Government college for women's (A)Kumbakonam Bcom(General) 78%
2020	Town Higher secondary school Kumbakonam HSE 77%
2018	Town Higher secondary school SSLC 85%

Experience

26-06-2023 - Present	ACT Plast Paints Pvt Ltd Accounts Payable Handling Petty cash for day to day expenses, Branch reconciliation , Conveyance and entry posting in SAP on regular basis AP booked on SAP for the purchased invoices Vendor code creation process Handling wallet cards provided by the company Preparing MIS report, TNEB report and card reconciliation process on month end basis Sharing Payment advice to the supplier through mail communication Order placed in Amazon for business requirements Month end stock audit to the company branches Handling MakeMyTrip travel expenses for official purpose Vouchers written by manual and then entry posting in SAP. Handling stationery requirements of the employees.
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Skills

Good Knowledge with SAP

Knowledge with Tally ERP 9 and Prime

Knowledge with Ms office,Ms Excel and Ms word

Good communication skill

BFSI (Banking, Finance service and Insurance)

Interests

Participating in extra curricular activities like Oratorical & essay writing competition

Gathering information Through Internet

Languages

English Tamil

Read - English & Tamil Write - English & Tamil Speak - English & Tamil

Personal Details

Date of Birth : 08/11/2002

Marital Status : Single

Nationality : Indian

Religion : Hindu

Gender : Female

Place : Tambaram, Chennai

Certification

Successfully completed Tally ERP 9 and Prime

Accomplished BFSI

Done Ms Office,Ms Excel and Ms word

Strength

Hard working as well as smart working

Self motivated

Confident and determined

Good leadership quality

Declaration

I hereby confirm that all the above information is true to the best of my knowledge and belief