

NAME : A. Nirmala

PHONE : +91- 8825907002

E – MAIL : nirmalaangelbcom@gmail.com

OBJECTIVE:

To exercise my knowledge with proficiency using innovation as the means, progress as the objective and coerce reverence for my organization and thus myself through achievements

ACADEMIC QUALIFICATION:

Course	Institution	Board/University	Year of completion	Marks %
B. Com	Sri Ramalinga sowdambigai collage of science and commerce	Bharathiyar University	2017-2020	75%
HSC	Govt. Higher secondary School in Madhvarayapuram. Coimbatore.	State board	2015_2017	80%
SSLC	Govt. High school in semmedu Coimbatore	State board	2014 _2015	80%

CERTIFICATION COURSES:

- I Completed 3 month course in tally ERP. 9 with GST filling in Federal skill academy.
- Completed 1 month course in tailoring From Gandhi park

TECHNICAL SKILLS:

- Tally ERP 9, GST filling,
- TDS, ESI and PF
- BRS, Payroll, Book keeping , inventory
- MS word, MS. Excel, power point

EXTRA CURRICULAR ACTIVITIES:

- Certificate participated in National service scheme member

PERSONAL DETAILS:

Date of Birth : 23.05.2000
Age : 22
Nationality : Indian
Father's Name : P. Arukutty
Address : 12/37 Sekkilar Street ,
SemmeduCoimbatore
Pin code : 641 114

Languages known to:

Read: English and Tamil

Write: English and Tamil

Speak: English, Tamil and Telugu

EXPERIENCE

- ❖ 2 Year Experience Preparing Ledgers and
- ❖ Reconciliation of ledger Data and
- ❖ Maintaining Accounting Books and
- ❖ Preparing ad posting Journal Vouchers

DECLARATION

I hereby declare that the above said information is true to the best of my knowledge and belief

PLACE: Coimbatore

DATE :

(A.NIRMALA)