

## RESUME



**JAYALAKSHMI K**

**Cell : +91 6379146140**

**[Email : jayaalakshmii26112001@gmail.com](mailto:jayaalakshmii26112001@gmail.com)**

### Career summary

1 years of experience in Accounts field.

Excellent at assessing the resources and identifying the opportunities.

Excellent in coordinating with seniors .

### Skills Set

- Strong analytical
- Effective communication and interpersonal skills
- Keen observer
- Positive Thinking
- Self-Control
- Team Worker

### Professional experience

**1. Company Name: NEW SRINIVASA  
STORE**

**Designation:** Assistant Accounts

**Responsibilities:**

- Purchase bills entry
- Sales Bill entry
- Bank Reconciliation
- GSTR1 and GSTR-3B Filing
- TDS
- TCS

### Soft wares

- MS Excel
- MS Office
- MS Word
- Tally

### Area of interest

- Accounts
- Drawing
- Basket ball
- Dancing

### Achievement & Awards

- Won 1<sup>st</sup> Prize in Intercollege Basketball game competition

### Qualification

Course	Academic Year	Institution	Percentage Scored
B-COM	2022	Bishop Ambrose College	70
HSC	2019	Presentation Convent Girls HSC	65
SSLC	2017	Presentation Convent Girls HSC	72

### Personal Details

Name : Jayalakshmi K  
Father Name : Krishnamoorthy  
DOB : 26-11-2001  
Address : 128, Sowdamman Kovil Street,,  
Coimbatore – 641001 INDIA.  
Language known : Tamil, English.Hindi  
Nationality : Indian  
Marital Status : UN Married

Place: Coimbatore  
Date :

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