

RESUME

G.EPSIBA

No.1/112 Nethaji Subash Chandra Bose street, Athur,

Chennai-600 067

Phone No:6374573402

Email Id:Epsibagnanasundar@gmail.com

CAREER OBJECTIVES:

To take an active part in interesting and challenging works there by learning Continuously and also to make significant contribution to the organization

QUALIFICATION:

Course	Name of the School / College	Board / University	Year of Passing	Percentage
MBA	Institute of Distance Education, Chepauk, chennai-600005	Madras University	2020	65%
BBA	R.B Gothi Jain College for women's Redhills Chennai-52	Madras university	2017	70%
HSC	Govt Hr Sec School Sholavaram Chennai-67	State board	2014	60%
SSLC	Govt Girls Hr Sec school Sholavaram Chennai-67	State board	2012	67%

COMPUTER KNOWLEDGE:

MS-Windows, MS-Word,MS-Excel, MS-Access, MS-Power point, Internet,Tally.Erp 9 with GST.

PERSONEL STRENGTH:

- Hard working
- Time management
- Loyal toward work and duties

WORK EXPERIENCE:

Company Name : Zion Fruits
Location : koyambedu
Designation : Accounting Assistant
Duration : 2017-06 to 2019-01
Salary : 15000

The scope of work :

- Assistant accountant in preparing tax returns and Financial statement.
- Communicated with Clients on a daily basis and ensured excellent customer service.
- Prepared invoices, expenses report and payment memos.
- Compiled and analyzed company documentation for accuracy.

INTEREST:

- Singing
- Books Reading
- Social services

PERSONAL DETAILS:

Name :G.Epsiba
Father Name :R.Gnanasundar
Date of Birth :02.10.1997
Nationality :Indian
Languages Known :Tamil&English

DECLARATION:

I hereby declare that the above information details are to the best of my knowledge and Belief.

Date :

Yours Faithfully

Place :

(G.EPSIBA)

