

M.Gokila

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 22A,43 Ramar kovil Street,
Chinnavedampatti,
Coimbatore - 49
 D.O.B: 19/10/2000
 Language: Tamil , English

SKILLS



EDUCATION

B. Com - 66%
PSGR Krishnammal College for
Women
2017 - 2020

HSC - 95%
K.G. Girls Hr.Sec School
2017 - State Board

SSLC - 86%
T.R.A. HR. Sec.School
2015 - State Board

OBJECTIVE

Seeking a position as an Accounting Executive where extensive experience will be further developed and utilize.

Achievement: Centum in Accountancy.

EXPERIENCE

Office Staff
2022 - Present

- Creating, maintaining, and entering information into databases.
- Updating paperwork, maintaining documents, and word processing.
- Recording information as needed.
- Led the end-to-end process of preparing accurate and competitive quotation for Compact Spinning parts.
- Collaborated closely with Sales, procurement, and Finance teams to gather necessary information for precise pricing calculation.

ACCOUNTING SKILLS

- Ability to prepare Journal Entries.
- Invoice Processing.
- Handling Accounts Payables and Accounts Receivables.
- Reporting of Accounts in the regular intervals as per company policy.
- Quick learner and adaptable to new software and tools.
- Book Keeping.

