

# PARTHIBAN. K

Accounts Executive



## CAREER OBJECTIVE

To obtain an accounting position where I will be able to contribute my skills, knowledge and experience to a company that will give me an opportunity to develop my career.



## EXPERIENCE

### ACCOUNTS EXECUTIVE

*Magnessa Enterprises Pvt. Ltd /June 2021 - Present*

- Performing accounts related tasks including Purchase entries, sales entries, E way bills and payment related works.
- Maintaining ledgers, filing documents, recording daily expenses etc.
- Dealing with vendors with most discretion
- Managing reports for each department

### TECHNICALSKILLS

- TALLY .ERP 9 & TALLY PRIME
- MICROSOFT OFFICE ( Word, Excel, Outlook - Basic)
- E - way Billings & E-invoice
- GST filing(basic)
- 25 WPM Typing speed



## CONTACT

### Email:

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### Phone:

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### Address:

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C.Pallavaram,  
Chennai - 600043



## EDUCATION

### B. COM ( General )

Gurunanak College,  
Velachery, Chennai

2017 -2020 / 71%

### H.S.C / 80%

St.Sebastian Mat. Hr.  
Sec. School,  
Pallavaram.

### S.S.L.C / 86%

St.Sebastian Mat. Hr.  
Sec. School,  
Pallavaram