



Nivetha Annamalai

To pursue a challenging and satisfying career in the industry and to be a part of a progressive organization that gives me a scope to enhance my knowledge and skills in order to cope with the latest technological changes

✉ Nivetha2708@gmail.com

📍 Coimbatore, India

📞 9025693015

in <https://www.linkedin.com/in/a->

INTERNSHIP

Jai Associates, Coimbatore

- File GST
- E-way Bill Generation
- Sales Purchase Voucher
- Handling Bank Statements
- Focusing on Target

TECHNICAL SKILLS

- Tally ERP 9
- MS Office
- Windows

EDUCATION

- **B. Com (Professional Accounting) (83%)**
Avinashilingam Institute for Home Science & Higher Education for Women, Coimbatore
07/2020 - 05/2023
- **HSC (84%)**
Pioneer Mills Higher Secondary School, Coimbatore
06/2019 - 05/2020
- **SSLC (85%)**
Pioneer Mills Higher Secondary School, Coimbatore
2017 - 2018

HOBBIES

- Reading Books
- Listening Music

CERTIFICATION:

- **Usable Security** (University of Maryland, Coursera)
- **Get Creative with Google Drawings for Education** (Coursera)

SKILLS

Active listening

Team work

Perserverance

Communication

Management Skills

Presentation Skills & Public Speaking

Critical Thinking

PERSONAL DETAILS

- **Father's Name** – Annamalai M
- **Address** – 3/1, Mahalakshmi Nagar, Jothipuram Post, Coimbatore – 641047.
- **Date of Birth** – 27/08/2001
- **Nationality** - Indian
- **Marital Status** - Single
- **Religion** – Hindu

LANGUAGES

- English ●●●●●
- Tamil ●●●●●

INTERESTS

Auditing

Finance

Banking