

VIJAYALAKSHMI .M

141c5, Indira nagar, Sowripalayam, Coimbatore – 641028.

[E-mail- vijiamu1996@gmail.com](mailto:vijiamu1996@gmail.com) 88835 – 77737, 84282 - 60930

OBJECTIVE

Highly motivated, customer focused professional with extensive experience in general accounting, financial planning and reporting, payroll and income tax preparation, Administration and management.

ACADEMIC ACHIEVEMENT

Degree/Examination	Institute/Univ/Board	Year of passing	Percentage
M.Com	BharathiyarUniversity Distance Education	2018	61%
B.Com	Nirmala College for Women,Coimbatore	2016	74.6%
HSC	PSG Sarvajana Hr Sec School, Coimbatore	2013	85%
SSLC	St.Philomena's High School,Coimbatore.	2011	86%

Professional Experience:

I have over all **5** years of experience in Finance and Accounts.

- Worked as a Junior Accountant in **Genius Engineering**, Coimbatore. From June 2016 to Till now(Aug 2021)
- Worked as a Junior Accountant in **Vithya Metals**, Coimbatore. From June 2016 to Till now (Aug 2021)
- For **Five** years I worked in TUTION CENTRE (**SKCL**) as a **Part Time Teacher** and **Accountant** and also **Centre Academic Co-ordinator**. (From July 2013 to Nov 2018)

TECHNICAL SKILS & COMPUTER KNOWLEDGE

- Working Knowledge of **MS-Office (Excel & word)**
- Working knowledge of **GST filing** (known GSTR1 & GSTR 3B filing)
- Working Knowledge of **TDS, TCS & EPF, ESI.**
- Financial accounting on Various Software (**Tally ERP 9**)& **Tally prime**

- Experience of working in **HR Activities** (Payroll maintenance)
- Experience of working in **Billing, Dispatch documents handling** and **Petty cash book** maintenance.

KEY SKILLS AND COMPETENCIES

- Good all round Financial Accounting Knowledge. Knowledge of Accounts Payable & Receivable processes and customer follow up.
- Strong analytical, problem solving
- Ability to deal with people diplomatically
- Willingness to learn

ACHIEVEMENTS

- Got 1st prize in a Tamil Essay Competition in college level.
- Got centum in mathematics in school

INTEREST & ACTIVITIES

Read books, Chess. I also more Interest in Social Service

PERSONAL DATA

Name	:	Vijayalakshmi.M D/o A.Muruges (L)
Gender	:	Female
DOB	:	11 July 1996
Nationality	:	Indian
Marital status	:	Single
Language known	:	Tamil & English (Read, Write and speak)
Email Id	:	vijiamu1996@gmail.com
Mobile No	:	8883577737.

Declaration:

I hereby declare that the above details furnished by me are true to the best of my knowledge.

Date

Place

Signature

