

DIVYA PRABHA K

93\5, Sri Ram colony, Edyarpalayam,
Kuniyamuthur, Coimbatore,
Tamil Nadu – 641 008.

Email: dpdivya08@gmail.com
Phone: 7539975759

**ACADEMIC QUALIFICATIONS**

Degree/Award	Institution	Board / University	CGPA / Percentage	Year of Graduation
B.com Foreign Trade	PSG College of Arts & Science, Coimbatore	Bharathiar University, Coimbatore	91.3	2023
Higher Secondary Certificate	Nirmala Matha Convent Matriculation Hr Sec School.	Tamil Nadu State Board.	71%	2020
Secondary School Leaving Certificate	Nirmala matha Convent Matriculation Hr Sec School.	Tamil Nadu State Board.	79%	2018

WORK EXPERIENCE**ANWAR & CO AUDITING OFFICE**

JUNE 2020 – JULY 2020

ACCOUNTING ASSISTANT(PART TIME)

- GST Filing
- Invoice ,payment, sales, purchase (Accounting)

INTERSHIPS**M\&s RESMI INDUSTRIES (INDIA) PVT LIT**

JULY 2022

TRAINEE (PURSUING)

- Procedure for import and export (FOREX)
- Maintaning Files

COURSES & CERTIFICATIONS

NPTEL

DEC 2021

Course: STRESS MANAGEMENT

GOVT TYPEING EXAM

- Junior English Typewriting

EXPERTISE AREAS

Applications: MS Excel, MS PowerPoint

Finance Software: Tally

CO-CURRICULAR ACTIVITIES

- Participated and selected in college level (HACKATHON)

EXTRA-CURRICULAR ACTIVITIES**HOBBIES**

Dancing, singing, Throw ball, Drawing

LANGUAGES KNOWN

English, Tamil