



MC

MYTHRA CHANDRAN

ACCOUNTS EXECUTIVE

OBJECTIVE

Looking for an entry into a world class, highly professional organization with a challenging and competitive environment, where I can use my knowledge based as well as personal attributes to achieve the organization goals.

SKILLS

Well conversant in TALLY PRIME and BUSY Software.

Strong team management skills with positive attitude.

Experience in preparation of cash flow statement.

Good Communication Skills.

EXPERIENCE

INTERN • AUDITOR OFFICE • AUG 2021 • NOV 2021

ACCOUNTS EXECUTIVE • CHOSEN BY DERMATOLOGIST • DEC 2021 • OCT 2023

Worked in their E-Commerce sales and production - accounting, budgeting, receipts & payables follow up, payments, approval of entry, Bank reconciliation, payroll work, import costing, Stock management, stock journals, invoice booking and E-Invoice, E-way Bill, TDS workings, GST.

EDUCATION

B.COM • MAY 2021 • ALAGAPPA UNIVERCITY

CAT • DEC 2019 • ANGEL INSTITUTION

CMA INTER • PERSUING • DEEPAN ACCADAMY

BEHAVIORAL ATTRIBUTES

Ability to work within a team.

Ability to motivate others.



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