

Vinitha Ramadoss

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Work Experience

Accountant cum Office Assistant

Rajlakshmi Traders - Chennai, Tamil Nadu

September 2022 to Present

- Generating sales Invoices and Tally entry for purchase invoices
- Generating og E way Bill and Delivery Challen and Purchase Order

Staff

Maha Consultancy - Chennai, Tamil Nadu

August 2021 to May 2022

1. Preparing financial statement and Statement of Income for clients

Education

Bachelor's

Skills / IT Skills

- Microsoft Office
- Customer service

Languages

- Tamil and English - Intermediate