



MANI MAGALAI

BCA

SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure entry level accountant position. Ready to help team achieve company goals.

KEY SKILLS

- Teamwork
- Communication
- Leadership
- Time Managements
- Problem solving
- Active listening

CONTACT

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Hope college, Coimbatore - 641004

WORK EXPERIENCE

RAJA TRADERS- GUDALUR | 2022 – 2023

Accounts Assistant

Tasks:

- Maintain financial records, including invoices, payments, and account payable and receivable.
- Manage shipments and sales orders.
- Communicate with clients on a daily basis and ensured excellent customer service.

JWIN FASHION – TIRUPPUR | 2018 – 2022

Supervisor

Tasks:

- Applied strong leadership talents and problem solving skills to maintain team efficiency and organize workflows.
- Created successful work schedules for each team members to maintain deadlines and fully staff shifts.

PRIYA KNIT FABBS - TIRUPPUR | 2018 – 2022

Assistant Industrial Engineer

Tasks:

- Supervised production workers to determine problematic areas and implement solutions for optimized production.

EDUCATION

2022 | Gudalur-The Nilgiris

TALLY ACCOUNTING

TCEDS Computer Education

2015 | Gudalur- The Nilgiris

.NET

CSC Computer Education

2013 - 2015 | Mettupalayam – Coimbatore

BACHELORE OF COMPUTER APPLICATION

VNK College of Arts and Science

COMPUTER SKILLS

- Microsoft packages
- Tally
- C++
- .NET

LANGUAGES

Tamil: Native

English: Proficient