

K.Rithika

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OBJECTIVE:

A result oriented and motivational B.COM graduate looking for an opportunity in a reputed company. where I can upgrade my knowledge skills in the field of accounting , finance and taxation.

EDUCATION:

Education	<u>Board/University</u>	Institution	year	percentage
B.COM	Bharathiar University	Navarasam Arts And Science College for Women .	2023	75
HSC	State Board	C.K.Kumarasamy Matric Hr.Sec.School,Gobi.	2020	70
SSLC	State Board	C.K.Kumarasamy Matric Hr. Sec.School,Gobi.	2018	69

SKILLS:

- Excellent knowledge of accounting related concepts
- Knowledge in preparing accounting related documents like invoices,bills purchase and account receivable ,etc...
- Knowledge in MS-OFFICE (Word,Excel,Power point,Access) .
- Good communication skills to coordinate with vendors.
- Knowledge in taxation .
- Ability to handle and team building .

COURSE:

Digital marketing (NAN MUDHALVAN)

ACHIEVEMENTS:

- Won prizes in inter college meet cultural and sports
- Participated in national level seminar on “ Digital innovation in business and economy - opportunities and challenges”

PERSONAL DETAILS:

Date of birth : 04/11/ 2002

Gender : Female

Father name : V.R.Kailasapathi

Language known: Tamil,English

PROJECT:

Institutional training at cherish knits

DECLARATION:

I here by declare that all information provided about its true to the best of my knowledge and understanding.

Place:

Date:

Signature