

## **B. NIVEDHA**

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**Address:** No.70/145, Portuguese Church Street, George Town, Seven Wells Chennai-600001.

### **Career Objective**

A result-oriented and motivational B. Com graduate looking for an opportunity in a reputed organization where I can upgrade my knowledge and skills in the field of accounting and finance.

### **Academic Background**

<b>Education</b>	<b>Institution</b>	<b>Year of passing</b>
B. Com (CS)	Patrician College of Arts and Science, Chennai.	2022
12 <sup>th</sup>	St. Francis Xavier Anglo Indian Higher Secondary School, Chennai.	2019
10 <sup>th</sup>	St. Francis Xavier Anglo Indian Higher Secondary School, Chennai.	2017

### **Certifications**

- **GST Certificate** – Tamil Nadu Advanced Technical Training Institute
- **Logistic & Shipping Management Certificate** At Tamil Nadu Advanced Technical Training Institute
- **Internship** completed at Forties Malar Hospital in HR Dept., for 30 Days.
- Participated in a one-day State Level Technical Workshop on Intellectual Property Rights jointly organized by TNSCST.
- Virtual Value-Added Course Entrepreneurship Cum Skill Development Certificate

### **Key Skills**

- Good communication skills (both written and oral communication)
- Basic knowledge of accounts, taxation, and GST.
- Knowledge of MS Excel, Word, and Powerpoint.
- Ability to handle banking and statutory related matters.

### **Core Strengths**

- Management and coordination skills.
- Active learning.
- Spreadsheet proficiency.
- Time management.
- Self-motivated.

### **Languages Known**

- Tamil & English – Read, Write and Speak

**Extra-curricular Activities –**

Listening Music (singing), Attending Cultural event and won the certificates and Trophies  
Sports- Badminton / Throw Ball.

**Personal information**

- Father's Name : E. Bala Kumar (Late)
- Mother's Name : B.S. Devi
- Date of Birth : 29/01/2002
- Gender : Female

**Experience:** Worked as Junior Accountant in Edi Builders Pvt. Ltd from April -2023.

**Work Profile****Handling Accounts, Admin and Receptionist****Procurements:**

Searching new Vendors and Negotiating the rate.

Brands, Quality, Quantity, Delivery timing and Delivering nearby site location.

Enquiring rates from the Vendor and preparing comparative statement and getting approval from MD

Preparing Quotations.

Placing the orders and following till the materials dispatch to the site.

Following the site supervisors for the material delivered by the vendor as we ordered on time.

**Registers Maintaining**

Purchase Register

Sundry Creditors Register

Bank Books – Receivables and Payables.

Cash Book

Handling cash, preparing Cash vouchers with supporting bills.

Preparing Site Wise Expenses Leger.

Preparing Salary Register and issuing Salaries by online.

Preparing Wages statement and issues Wages to the employees.

Maintaining Fuel charges limits and paying to the employees.

Preparing GST workings and sending to the Auditors for filing.

Co-coordinating with the Site Engineers, Employees, Consultants and Auditor.

I declare that the above information's are true to the best of my knowledge.

Date:

Place: Chennai

Signature

(B.NIVEDHA)

