

CURRICULAM-VITAE

S.VEDAVARTHINI

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Mobile: +91 7418496820

No.34, Rakkach Garden ,

Maniakarampalayam,Ganapathy,

Coimbatore-641006.

Carrier Objective

Attaining the peak of achievements by working in an environment that provides me an opportunity to deploy my technical strength and creativity.

To be an asset to the organization that I am part of contribution towards its development and all the while improving my skills to the enable me sterner challenges in future.

Professional Profile

- Realization of accounting in adherence to accounting standards and generally accepted accounting principles.
- Executing financial accounts catering strictly to requirements and finalizing the accounts and preparation or financial statements.
- Currently designated as **Admin Manager & Accountant** in Aishwarya Foundations, Coimbatore
- Comprehensive knowledge of various accounting processes and activities.
- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
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Software Skills :

Operating System	: Windows XP,Windows 7 ,Windows 10
GUI Tools	: MS Office 2013
Package	: DFA (Diploma in Fundamental Of Accounts), Tally 5.4 / 7.2, 9.0, ERP 9

Educational Profile

- **MBA HR** at Bharathiyar University in Coimbatore . During 2014-2015
- B.com in GuruNanak College at Madras University, Chennai. During 2008-2011.
- Higher Secondary in Shanthinikethen mat.hr.sec.school, chennai.

Working Experience

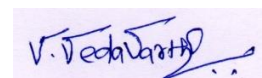
Company Name : Aishwarya Foundations
Nature of Job : Admin Manager & Accountant
Duration : January 2015 to July 2023

- Documented all accounting processes and procedures to ensure that they complied with company guidelines.
- Tele Marketing Sales
- Updating Payment & Receipt Vouchers in Accounting Software.
- Responsible for bills passing, Receipts and Payments.
- Preparing the Monthly Salary and Invoicing.
- Bank Reconciliation Statement.
- Assisting the Accountant in preparation of various statement of accounts.
- Preparation of GST Return, TDS Return

Personal Profile

Date Of Birth : 06.11.1990
Husband Name : M.Saravanan
Sex : Female
Permanent Address : No.34, Rakkach Garden ,
Maniakarampalayam,
Ganapathy, Coimbatore.
Tamilnadu, PIN: 641006.
Mobile Number : +91 7418496820

Yours Faithfully



Place :Coimbatore

S. **VEDAVARTHINI**