

# **M.SELVARANI B.COM.,(CA)**

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7b, Panchayat Office Street,  
Podanur, Coimbatore  
Pincode-641023

## **SKILLS ABILITIES**

- \* Good communication skill in speaking and writing
- \* Commitments towards the goal achievement
- \* Basic skill in typewriting
- \* Tally basic, and MS office

## **ORGANIZATIONAL EXPERIENCE**

### **PROZONE MALL>>LAKME BRAND – COIMBATORE, TN BEAUTY ADVISOR**

- Demonstrate and provide information on promoted products.
- Create a positive image and consumers to use it
- Use lectures, films, charts, and/or slide shows.
- Distribute product sample, brochures, flyers etc
- Identify interest and understand customer needs and requirements

### **HERMETIC BUSINESS SOLUTION PRIVATE LIMITED- COIMBATORE, TN SALES & JUNIOR ACCOUNTANT**

- Providing information to customers.
- Monitoring sales performance.
- Closing sales deals.
- Keeping a record of calls and relevant details.
- Updating customer deals.
- Preparation of balance sheet
- Maintaining the bill records and payment vouchers
- Handling the Tally 9 accounts software's to keep all credit and debts of annum tenure
- Preparation and keeping the records in sequence towards the annual auditing
- Preparation of manpower wages and vouchers sheets for payment records.

## **EDUCATIONAL QUALIFICATIONAL**

### **B.COM. COMPUTER APPLICATION: 60%**

CSI Bishop Appasamy College of arts and science

Year of Passing: 2015

## **AREA OF INTERESTS**

- \* Account maintenance, management and Auditing,
- \* Marketing field

## **PERSONAL DETAILS**

Name	- M.Selvarani
Father's Name	- P.Muthupandi
Husband Name	- S. Rahamathulla
Date of Birth	- 09-11-1994
Marital Status	- Married
Gender	- Female
Nationality	- Indian
Languages known	- Tamil, English (Both read and write)

## **DECLARATION**

I, M.SELVARANI hereby confirm that the information given above this is true to the best of my knowledge I will do my best to fulfill my responsibilities to your satisfaction.

PLACE : COIMBATORE,

[M.Selvarani]