

## CURRICULUMVITAE

SWETHA.M

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### PERSONAL DETAILS:

Father name : J.MAHENDRA KUMAR

DATE OF BIRTH : 27.02.2001

MARITAL STATUS : married

GENDER : FEMALE

LANGUAGES KNOWN: ENGLISH AND TAMIL ( TO SPEAK AND WRITE)

NATIONALITY : INDIAN

NO.58/127 CHOOLAI HIGH ROAD, CHOOLAI CHENNAI 600 112

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### EDUCATIONAL QUALIFICATIONS:

COURSE	COLLEGE/SCHOOL	UNIVERSITY/BOARD	YEAR OF PASSING	CGPA/ PERCENTAGE
B.COM (GEN)	GURUSHREE SHANTIVIJAI JAIN COLLEGE FOR WOMEN	MADRAS UNIVERSITY	2022	80%
H.S.C	ST.ALOYSIUS ANGLO INDIAN HIGHER SECONDARY SCHOOL	STATE BOARD	2019	63%
S.S.L.C	ST.ALOYSIUS ANGLO INDIAN HIGHER SECONDARY SCHOOL	STATE BOARD	2017	63%

### WORK EXPERIENCE:

ORGANISATION: SRI VAARI MANGEMENT CONSULTANCY

DESIGNATION: ACCOUNTS EXECUTIVE

**DURATION: AUGUST 1TH 2022 TO MAY 17<sup>TH</sup> 2023**

- .vendors handling, preparing cheques for vendors**
- .staff salaries, OT payment,**
- .all invoice accounting, brs**
- .verifying junior works made by them**
- .petty cash entries, tally entries**

**COMPUTER SKILLS:**

- MS OFFICE , TALLY ,POWERPOINT PRESENTATION, COMMUNICATING IN ENGLISH,

**STRENGTH:**

- Ability to work in team environment
- Quick learner
- Ready to take responsibility **Certification:**

I, the under signed certify that to the best of my knowledge and belief, these data correctly describe my qualification and me .I understand that. If any full misstatement described herein may lead to disqualification or dismissal.

**Thanking you**

**Date:**

**Yours faithfully**  
**(SWETHA MAHENDRAN)**

Place: Chennai