

Kalaiaarasi.V

B.COM-

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Objective:

To pursue a challenging career and be part of a progressive organization that gives scope to enhance my knowledge, skills and abilities for the betterment of organization and self-growth.

Education Qualification:

Course	Institution	Board/ University	Year of Completion	% of Marks / CGPA
B.COM	Gobi arts and science college,Gobichettipalayam.	Bharathiar University	2022	83%
HSC	Palaniammal Girls Higher Secondary School,Gobichettipalayam.	Matric, Tamil Nadu.	2019	83%
SSLC	Palaniammal Girls Higher Secondary School,Gobichettipalayam.	Matric, Tamil Nadu.	2017	93.4%

Technical Skills:

- Excellent knowledge of accounting related concepts.
- Knowledge in preparing accounting related documents like bills, invoice, purchases, accounts payable and accounts receivable.
- Experience in using accounting software like Tally.
- Knowledge in MS EXCEL, Word and Power point.
- Well developed skills and knowledge of English typing.
- Good communication skills to coordinate with vendors and auditors.
- Ability to read and understand balance sheets.

EXTRA CURRICULAR ACTIVITIES:

- Part-time working in pharamacy.
- Experience in Bill Entries.

Area of Interest:



Edit with WPS Office

Accounting and finance.

Languages known:

- Tamil (R/W/S)
- English (R/W/S)

Strength:

- The ability to work under pressure and multi task.
- Strong analytical, problem solving, organizational ability.
- Successful working in a team environment, as well as independently.

Hobbies:

- Listening music
- Reading books,

Personal Information:

Mother's name : Amuthavalli.V

Date of birth : 21.11.2001

Nationality : Indian

Address : 16/B, munizep street, Gobi medicals opposite, Gobi(TK), Erode-638 452.

Declaration:

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date: 12/8/23.

Place: Gobi


(Kalaiarasi.V)

