

MEENAKSHI S

58, R.V Street,
Alagesan Nagar,
Chengalpattu – 603001.

E-mail id : smeenu0505@gmail.com

Contact no : +917868881445.

CAREER OBJECTIVE:

A Self-motivated and result oriented 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.

PROFILE SUMMARY:

Worked as an Assistant at **Ganesavel Pandian & Co** (Auditor Office) for Six Years.

Audit experience at following banks

- Canara Bank
- Indian Overseas Bank
- Corporation Bank
- Tamilnad Mercandile Bank

As an Accountant, I have gained experience in the performance of Statutory Audit and Tax Audit conducted under section 44AB of the Income Tax Act, 1961, Branch Audit, Concurrent Audit and other accounting / taxation services. Also, I have handled e-filing of tax returns.

ACADEMIC PROFILE:

2015 – B.COM (CS) – 59% - LADYDOAK College Of Arts and Science, Madurai.

2012 – HSC – 87% - St. Joseph Girls Higher Secondary School.

CORE COMPETENCIES:

- Knowledge in Tally and MS Excel.
- Experience in Bookkeeping, Taxation and GST.
- Ability to handle banking and statutory related matters.
- Knowledge in preparing accounting-related documents like invoices, bills, purchases, accounts payable and accounts receivable, etc.
- Good communications skills to coordinate with vendors and auditors.

OTHER SKILLS:

Flexibility and adaptability
Excellent and Analytical skills
Quick learner
Ability to multi task

PERSONAL PROFILE:

Name : S.MEENAKSHI
Date of Birth : 22-NOV-1994
Gender : Female
Husband Name : P.Viknesh Kumar
Languages Known : TAMIL, ENGLISH
Marital Status : Married
Permanent Address : No 58, R.V Street,
Alagesan Nagar,
Chengalpattu – 603001.

DECLARATION

I do hereby declare that the particulars of information and facts stated here in above are true , correct and complete to the best of my knowledge and belief.

PLACE : Chengalpattu

DATE :

(Meenakshi S)