

Subbulakshmi C

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CAREER OBJECTIVE:

Highly motivated and organized accounting assistant fast paced entry level position where I can contribute my experience with financial analysis and developing efficient system.

EDUCATIONAL QUALIFICATION:

Qualification	College/Schools	Year of Passing	Percentage
B. Com (CS)	Stella Marris College	2020	70%
HSC	S.K.V.Hr.Sec.School	2017	95%
SSLC	St.Paul.Matric.Hr.Sec.School	2015	88%

PROFESSIONAL EXPERIENCE:

COMPANY NAME : Accenture Solutions Private Limited.

ROLE : Accounting Associate.

PROJECT : Modernization.

TOOLS USED : Lawson, Webnow, Cisco for (calls)

DURATION : March-17 (2021) to December-10 (2021) 10 Months.

ROLES & RESPONSIBILITY:

- ❖ Handled the creation of Purchase Order with the help of Purchase Requisitions in the SAP tool.
- ❖ Interacting with the clients and receiving the W9 Forms through Calls, Emails and Online chats.
- ❖ Conveying the client requirements to the team with regards to the process.
- ❖ Adhering to the schedule as prescribed by the lead as well as manager.

INTERNSHIP & PROJECTS:

- ❖ Internship on ‘**Secretarial and HR practices**’ for 100 hours in ETA, StarGroup.
- ❖ Internship on **Social Awareness Program** at MITHRA Special ChildCare.
- ❖ Participated in the International Conference on **Innovation & Transformation** – TheLeading Edge in Global Business organized by Stella Maris College.
- ❖ Participated in (**Go Green 2018-2019**) Beat Plastic Pollution organized by Stella Maris College.

- ❖ Creation of website as part of E-Commerce and content writing.

TECHNICAL SKILLS:

- ❖ MS OFFICE- MS Word, MS Excel & MS PowerPoint.
- ❖ Drupal8.
- ❖ Tally ERP 9.
- ❖ SPSS16.0.
- ❖ Typewriting – English

PERSONAL PROFILE:

- | | |
|-------------------|--------------------------------------|
| ❖ FatherName | : Chidambaram.S |
| ❖ Languages Known | : English, Tamil & French (Beginner) |
| ❖ MaritalStatus | : Single. |

DECLARATION:

I declare that the above-mentioned details are true to the best of my knowledge.

Place: Cuddalore

(Subbulakshmi.C)

