

Professional Profile

Self-driven, energetic and dedicated Account Assistant with 2+ years of Experience in financial administration, capable of managing multiple projects and consistently meeting deadlines under pressure. Possesses extensive knowledge on accounting software and processes. Prompt and proficient in supplying financial inquiries from internal management and potential clients.

Highlights

- ✓ SAP FICO
- ✓ Invoice Processing
- ✓ Document Verification
- ✓ P2P Processes
- ✓ Cash Management
- ✓ Book Keeping
- ✓ Maintenance of Ledgers
- ✓ Loan Processing and Settlement
- ✓ Clerical Support
- ✓ SSO Software

Experience

Shriram Finance Limited (2 Years & 8 Months) Account Assistant

Key Responsibilities

- ✓ Processing of invoices and ensuring timely payments
- ✓ Creation of Reports such as month end report.
- ✓ Assisting preparation of financial statement
- ✓ Maintaining flawless communication with management and executives
- ✓ Communication with clients to ensure excellent customer service
- ✓ Preparation of invoices, expense reports and payment memos
- ✓ Data Processing in Ms-Excel

- ✓ Providing clerical support for accounting staff
- ✓ Computer Operator in Co-operative Bank (Nemili)
- ✓ Books Maintaining, Data Entry ,BRS & Other Financial related Works

Academic Qualification

Course	Institution	Year of Passing	Aggregate Percentage	Board
M.com	Annamalai University	2023	70 %	Annamalai University
B.com	Kanchi Shri Krishna College of Arts and Science, Kilambi	2020	74 %	Madras University
H.S.C	Govt Girls Higher Secondary School, Nemili	2017	89%	State Board
S.S.L.C	Govt Girls Higher Secondary School, Nemili	2016	79%	State Board

Areas of Strength

- ✓ Strong Analytical Skills
- ✓ Achievement oriented commitment with ability to learn quickly
- ✓ Strong interpersonal and organisational skills
- ✓ Good presentation and communication skills
- ✓ Comprehensive problem solving abilities

Soft Skills

- ✓ SAP FICO
- ✓ Tally Prime & ERP
- ✓ Type Writing
- ✓ Ms-Office

Hobbies

- ✓ Playing Tennis
- ✓ Listening to Music
- ✓ Cooking
- ✓ Reading Books

Personal Particulars

Father's Name	:	R Arul
Mother's Name	:	A Loganayagi
Date of Birth	:	28 Nov 1999
Gender	:	Female
Marital Status	:	Single
Nationality	:	Indian
Languages Known	:	Tamil and English

Declaration

I hereby declare that all the information stated above is true to the best of my knowledge and belief

Hemalatha Arul

Date:

Place: