

# NIRMALA S

## ACCOUNTS EXECUTIVE

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### CONTACT

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📍 40, 3rd Cross St E, Railway Colony, Aminjikarai, Chennai, Tamil Nadu 600030

### EDUCATION

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2021-2023  
ALAGAPPA UNIVERSITY,  
KARAIKUDI

- Master of Commerce

2018-2021  
Dr.UMAYAL RAMANATHAN  
COLLEGE FOR WOMEN ,  
KARAIKUDI

- B.com with Computer Application

### SKILLS

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- Taxation
- Invoice Processing
- MIS Reporting
- MS Excel
- E filing

### LANGUAGES

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- Tamil
- English

### PROFILE

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M.com finance student obtaining a challenging career in a dynamic environment to grow my accounting knowledge and experience and looking forward to making a significant contribution in achieving the accounting goals.

### WORK EXPERIENCE

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**Amson Marketing Consultants** 2023-2025  
**Accounts Executive**

- Administered accounts receivables, accounts payables and issuing invoices.
- Prepare journal entries, purchase entries and sales entries on daily and monthly basis.
- Generated financial reports such as income statements, expense statements.
- Assisted in preparation of salary statements.
- Coordination of vendors and internal teams

### CERTIFICATION

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**SAP FICO**  
**FINANCIAL ACCOUNTING AND CONTROLLING**

- General Ledger
- Accounts Receivable
- Accounts Payables
- Asset Accounting
- Controlling Area
- Cost Center, Profit Center and Internal Orders

### TECHNICAL SKILL

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- Tally ERP9
- SAP FICO (S/4 HANA)