

**S.KAVITHA (BBA)**

**Personal Information**

**Husband Name A. Senthil Kumar**

**Address 2-6-37, Sangeeth Nagar, 3rd Street,**

**Madurai - 625018**

***PROFESSIONAL TRANING***

* *Soft Skills*
* *Aptitude*
* *Communication Skills*
* *Computer Competency*

***TECHNICAL SKILLS***

* *Tally*
* *Typewriting English Lower*
* *PCP (MS Office, Word, Excel, PowerPoint, Internet, FoxPro)*

***PROFESSIONAL SKILLS***

* *Strong Interpersonal Communication*
* *Good in Decision Making*
* *Perfectionist*
* *Punctual*
* *Optimistic*

**Phone (+91) 8148565747, 8778478362**

***SKILLS:-***

***PROFESSIONAL TRANING***

* *Soft Skills*
* *Aptitude*
* *Communication Skills*
* *Computer Competency*

***TECHNICAL SKILLS***

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**E- Mail** [**kavi8148@gmail.com**](mailto:kavi8148@gmail.com)

**D.O.B 25.6.1985  
Nationality Indian**

**Languages Known Tamil & English**

**Blood Group “B” Positive**

**Marital Status Married**

**CAREER OBJECTIVE**

Would like to join an organisation that provides wholistic development.

**EDUCATION**

* BBA (2011) Alagappa University, Karaikudi. Business Administration
* 12th (2003) K.G.H.S.School, Virudhunagar.
* 10th  (2001) K.G.H.S.School, Virudhunagar.

**WORK EXPERIENCE**

**Yuva Carriers** (Madurai)   
**Admin cum Accountant (2018 TO 2019)**

* Handle accounts book keeping
* Daily reports send as daily basis priority.
* Assist in accounts transactions, checking and verification & Follow up.
* Prepare payments to vendors and claims (process payment, prepare invoice, payment voucher, receipts, cheques)
* Preparing employees attendance & Salary Details.
* Preparation of Local Purchase orders.

**EASY TECH ELECTRONICS** (Madurai) Product: **CCTV Camara**

**Admin cum Accountant (2013 TO 2014)**

* Maintains financial security by following internal controls.
* Secures financial information by completing data base Backups.
* Maintain receipts, records, and withdrawals of the Stockroom
* Receive, unload, and shelve supplies
* Inspect deliveries for damage or discrepancies and report Hose to accounting for reimbursements and record keeping
* Prepares payments by verifying documentation, and requesting disbursements.

**UTTAM ELECTRONICS** (Madurai) Product: **Philips, LG, Sony**

**Admin cum Accountant (2011 TO 2012)**

* Purchase Entry, Sales Entry, Sales Tax E – Filing
* Petty Cash Handling & Handle accounts book keeping
* Sales man Field follow up, Salary & Incentive Prepare.
* Preparing employees attendance & Salary Details.
* Prepare payments to vendors and claims (process payment, prepare invoice, payment voucher, receipts, cheques)

**A.P. VANNIYARAJAN & CO** (Virudhunagar) Product: **ITC & Aircel**

**Admin cum Accountant (2005 TO 2008)**

* Purchase Entry, Sales Entry, Claim Prepare
* File & Voucher Maintains, TDS Prepare
* Aircel Head Office Contact Collect All Details
* Sales Man Field Watch follow up & Cash Counting

**DECLARATION**

The above said information is true.

**Thank you**

Date:-

Place :- (S. Kavitha**)**