

## **RESUME**

**R.Kowsalya,**  
No.25, Indra Gandhi Street,  
Rajaji Nagar,  
Thiruvottiyur,  
Chennai – 600019.

Mobile No : 8807209726  
Email Id : kowsisri3@gmail.com

### **CAREER OBJECTIVES**

To start my career which provides opportunities and challenges aligned with commitment towards organizational objectives and values propositions and serve betterment for the organization.

### **EDUCATIONAL QUALIFICATION:**

Course	Institution	Board / University	Year of Passing	Percentage
MBA	Madras University	Madras University	2018 - 2020	75 %
B.Com	Bharathi Women's College	Madras University	2014 - 2017	77 %
HSC	S.S.Hr Sec School	State Board	2014	88 %
SSLC	S.S.Hr Sec School	State Board	2012	79 %

### **Work Experience:**

1. Working in : Everest Coffee Company
- Designation : Accounts Executive
- Department : Accounts (Working in Tally)
- Experience : Five Years

**Responsibilities:**

- Processed all types of accounting entries in Tally package such as AR (Accounts Receivable) and AP (Accounts Payable) entries
- Receiving all type of office expenses bills, Verifying and updating in Tally
- After getting Confirmation from management sent it to bank payment process.
- Preparing NEFT / RTGS Form and maintaining bills & payment files.
- Downloading Deposit statement in our site and Aligning in excel, verifying and updating entries in Tally.
- Verifying Bank Statement & Updating BRS in tally for all banks.
- Support in preparing and maintaining the documentation of Administration and Accounts Statements using Microsoft Excel and Word.
- Maintaining all documentation and records, that are required for audit purposes
- GST Returns Filing

**Computer Knowledge:**

- Tally
- MS-Office

**Technical qualification**

- Typewriting Lower English

**PERSONAL PROFILE:**

Name : R. Kowsalya  
Fathers Name : M. Ramasamy  
Date of Birth : 17.09.1997  
Age : 25 Years  
Nationality : Indian  
Religion : Hindu  
Gender : Female  
Marital Status : Married  
Permanent Address : No.25, Indra Gandhi Street,  
Rajaji Nagar,  
Thiruvottiur,  
Chennai – 600019.  
  
Language Known : Tamil, English  
E-mail I.D. : kowsiri3@gmail.com  
Contact No. : 8807209726

**DECLARATION:**

I hereby declare all the above information is true to my knowledge as for my concern.

Place: Thiruvottiur

Yours Truly

Date:

R.Kowsalya