

# S.REVATHY

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## **OBJECTIVE:**

To play a key and prominent role in the company services by actively discharging my duties with dedication, sincerity and be a part in the growth of the organization.

## **SKILLS:**

- ❖ Strong knowledge in accounting and fund management.
- ❖ Inventory management/ planning
- ❖ Asset management
- ❖ Proficiency in computer applications such as MS office (Excel, Word, PPT), Tally & MS dynamic Navision.
- ❖ Co-ordinating a team and motivating for achieving the goals of the organization/ Team.

## **EDUCATION QUALIFICATION:**

NAME OF THE INSTITUTION	COURSE	YEAR OF STUDY	PERCENTAGE TAKEN
ICWAI	Inter Completed	2009-2012	Pass
Ethiraj college for women	B. Com	2008 – 2011	80%
Jaigopal Garodia Matriculation Higher Secondary School	12 <sup>th</sup> Std	2006 – 2008	92%
Jaigopal Garodia Matriculation Higher Secondary School	10 <sup>th</sup> Std	2005	84.45%

## **TECHNICAL QUALIFICATION:**

DCA (Diploma in Computer Application)

## **WORK EXPERIENCE:**

**Company name** : Suri & Siva Auditor office,  
Alwarpet, Chennai.

**Designation** : Audit Assistant.

**Experience** : Apr'2011 to Jan'2012

### **Nature of Job:**

- ❖ Controlling the documents in systematic way
- ❖ Bank Reconciliation
- ❖ Auditing the cash and Bank Statement
- ❖ Preparation of cash book, bank book and daybook in tally software
- ❖ Filing the individual return
- ❖ Prepared various subsidiary books for various company.

**Company name** : Computer Age Management Services  
Pvt Ltd.  
Mount Road, Chennai

**Designation** : Accounts Officer/ Treasury Role.

**Experience** : Jan'2012 to Oct'2015

### **Nature of Job:**

- ❖ Worked in both revenue & payment side and acted as a treasury.
- ❖ Prepared Fund flow position of the companies. Based on my statement, company will decide their routine activity
- ❖ Handled on OPE reconciliation, bank statement reconciliation, fixed asset reconciliation & portfolio investment.
- ❖ Worked on Asset verification and movements & also on cash and bankbook.
- ❖ Prepared credit notes to the clients on monthly basis and formulate accounts receivable statements.
- ❖ Having sound knowledge in capital gains calculation for the redemption and switch process.
- ❖ Worked on fixed deposit and dividend area.
- ❖ Prepared cash & cash equivalent report on monthly basis.
- ❖ Handled internal and external auditing teams.
- ❖ Have experience in preparing prepaid calculations and other balance sheet schedules for the top management & auditors.

**Company name** : San Academy School – West Tambaram

**Designation** : Inventory Management (Utility) In-charge

**Experience** : July 2021 to till date

**Nature of Job:**

- ❖ Asset management
- ❖ Monitoring inventory levels and replenish stocks ( Books, stationary & Uniform etc) as needed.
- ❖ Forecasting supply and demand requirements to ensure stock availability.
- ❖ Training and mentoring employees and staffs in all inventory processes as per SOP.
- ❖ Performed complete inventory checks of all stock and supplies at directed intervals.

**PERSONAL DETAILS:**

**Spouse Name** : B. Sathishkumar

**Nationality** : Indian

**Date Of Birth** : 26<sup>th</sup> May 1991

**Marital Status** : Married

**DECLARATION:**

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

**PLACE:** Chennai.

**DATE :**

S.REVATHY