**RESUME**

**SINDHUJA. S**

*32/17 Iyyam Perumal Street  
Royapettah*

*Chennai - 600017.  
Mobile: +91-9677061489*

*E-mail: sindhujaparvathy587@gmail.com*  
**CARRER OBJECTIVE:**

Seeking position as an Accounting Executive where extensive experience will be further developed and utilized for the development of self and so the organization.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Course** | **Month & Year of passing** | **School/University** | **Percentage of Marks** |
| 1. | B.Com (General) | Pursuing – Final year | University of Madras | 55% |
| 2. | Higher Secondary | April, 2009 | Kesari Higher Secondary School, Mylapore, Chennai | 57% |
| 3. | SSLC | April, 2007 | Arulmigu Masilamaneeswarar High School, Thirumullaivoyil, Chennai | 63% |

**WORK EXPERIENCE:**

* **“Junior Executive – Accounts”** in ThinksynQ Solutions Pvt. Ltd., from **December 2010 to October 2011.**
  + Prepared Profit & Loss and Balance Sheet, company accounts and tax payables, Monthly MIS.
  + Managed vendor accounts, tallying Banks Statements, financials like Accounts Payable and Receivable.
  + Managed Petty Cash and weekly Cash Reconciliation.
  + Created budgets and forecasts for the management group.
  + Well experienced in Service tax Payables, TDS (Tax Deducted Sources), in Raising Invoices for Vendors.
  + Good Knowledge in Tally 6.3.
  + Administered online banking functions.
  + Performed general office duties and administrative tasks.
  + Prepared weekly debtors report, Stock Statements for banks every month.

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

**TECHNICAL QUALIFICATION:**

* MS Excel 2007
* MS Word 2007
* MS PowerPoint 2007
* MS Outlook Express
* Tally **6.3**

**HOBBIES:**

* Cooking, listening to music, reading comics and fairy tales.

**PERSONAL PROFILE:**

Name : **Sindhuja. S**

Age & Date of Birth : 19 Years & 28th May 1992.

Father’s Name : J. Chandrasekar

Languages Known :

|  |  |  |
| --- | --- | --- |
| **To Speak** | **To Read** | **To Write** |
| Tamil, English. | Tamil, English, Hindi & Sanskrit. | Tamil, English, Hindi & Sanskrit. |

I hereby confirm that the above given details are true and complete to the best of my knowledge.

Yours Sincerely,

Sindhuja.S