**CURRICULUM VITAE**

**S.MALARSELVI**

23/25E,4TH Cross, Ponnagar,

Trichy-1.

Email-[Sanjay1sanjevi@gmail.com](mailto:Sanjay1sanjevi@gmail.com)

Mob.no. 9944831845

**OBJECTIVE:**

To enhance my skills by continuous learning in a company where my knowledge and skills will be greatly explore for the growth of the company. Seeking new challenges in life & meets them with zeal

**EDUCATIONAL QUALIFICATIONS:**

* Completed BA( Economics ) from MKU University, Madurai
* MA from MKU University, Madurai

**Technical Knowledge:**

* Languages : MS-Office,Word,Excel
* Tally Prime
* Internet

**EXPERIENCE:**

* Working as a **Saganna Industries Accountant With Cashier 5 ½ years.**
* Worked as a Vetri Software ltd Programmer. (Exepection) (BPO) 1 ½ Years.
* Working as a Cute Solutions Tele Calling & Office Work – 1 ½ years
* Working as a Accounts in Sri Vijaya Plywood Pvt. Ltd – Past 10 years.
* Currently Working Accounts in Phoenix Motors Yamaha Showroom – Trichy Kattur.

**Work Details:**

* **Sales Order Entry**
* **Quotation Prepared**
* **Purchase Order & Purchase Entry**
* **Sale Bill entry**
* **Bank Receipt Entry**
* **Bank Payment Entry**
* **Cash Receipt entry**
* **Cash Maintains**
* **Vendor Payment prepared**
* **Bank Neft Rtgs Challan works**
* **Day book Checking**
* **Stock ledger maintains**
* **Manual Stock Entry**
* **Outstanding Follow ups**
* **Monthly once reporting to MD**
* **GST filling, IT works, TDS working, TCS Working, Form 26AS.**
* **Monthly Check in GSTR1 & GSTR2A**
* **Monthly Salary Reports**

**Key Strengths:**

* Self-confidence & hard working
* Effective communication skills
* Patience
* Positive attitude
* Quick learner
* Fit in to any challenging assignment
* Time sensitive environment

**HOBBIES**

* Reading Books

**PERSONAL INFORMATION**

Name : **S.MALAR SELVI**

Husband’s Name : V.Saravana Kumar

Date of Birth : 23.05.1985

Gender : Female

Religion : Hindu

Marital Status : Married

Nationality : Indian

Language Known : Tamil,English

**DECLARATION**

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

Date :

Place: Trichy (S.MALARSELVI)