***Resume***

**V. BAKIYA LAKSHMI**

Email :bakivasu13@gmail.com

Mobile :9962016093

**Career Objectives**

A self-starter, very flexible, enthusiastic, and proactive with lateral thinking and always ahead in commitments. I believe that my ability to adapt and eagerness to learn coupled with my hard work in your organization to improve my carrier.

Academic Records

* Master of Degree in MBA Finance(correspondence) ( 2007-2009 )Secured 65%
* Bachelor of Degree in B com General (2004-2007)Secured 65%
* Higher Secondary Examination (2003-2004)Secured 69%
* S.S.L.C (2001-2002 )Secured 50%

***COMPUTER SKILLS:***

**D.T.P. (Desk** Top Publishing**)**

**D.E.A. (Diploma** in Expert Accountant)

* M.S. OFFICE
* **TALLY 9.0, 9.21, ERP 9**

**TECHNICALN SKILLS:**

**Typing in English**

* Senior Grade

***FIELD OF INTEREST:***

* Accountancy

**STRENGTH**

* Easy to Learn any Kind of software,
* Hands on experience in systems, Internet and Mails
* Ability to relate to situations and peoples.
* I am flexible enough to accept others view point
* Excellent Management and communication skills

***PERSONAL DETAILS:***

**NAME   :    S. BAKIYA LAKSHMI**

**FATHER :** C. VasuDevan

**DATE OF BIRTH                 :**    13/09/1986

**LIVING ADDRESS     :** NO: 180/8,Rajalakshmi Nagar,

1st Main Road, Jeganathapuram,

Velachery,

Chennai- 600042.

**GENDER                             :**    Female

**MARTIAL STATUS             :**   Married

**LANGUAGES KNOWN**  **:**   Tamil & English

**HOBBIES                          :**Reading Magazines Listening Music

**Working Experience:**

* Worked as a Admin Cum Accounts Asst**in “MADURA COATS PVT LTD”** from June 2007 to December 2009.
* Worked as a Accountant **in “Mohan Architects Pvt Ltd”** from February 2010 to June 2010
* Worked as a Accountant **in “GANESAN BUILDERS LTD”** from July 2010 to March 2013
* Worked as a Accountant **in “ GANGA CONSULTANCY”** from June 2015 to Till date

**Job Description:**

* Day to day Sending report to H.O
* Mail response to customer queries
* Checking warehouse stock inventory
* Preparing Quotation, invoice, Delivery challenge & also BRS
* Daily cash book Maintaining
* Crosscheck purchase bill with voucher and then filing etc.,
* Maintaining records through system and in manually.
* Entry Purchase & Sales Invoice in tally
* Studied Payroll, VAT, TDS, Service Tax, CEN VAT
* Branch Wise Accounts Maintaining, CST
* Entry Branch Reconciliation Statement
* ISO documentations preparation for audit purpose.

***DECLARATION:***

            I hereby solemnly declare that the above particulars furnished are true to the best of my knowledge.

**PLACE:** CHENNAI

**DATE:**

**Yours sincerely**

**(V.BAKIYA LAKSHMI)**