**NAME : M.BUVANESWARI Contact No :** +91-6381066574



**R E S U M E**

**E-mail :** [**buvi2191@gmail.com**](mailto:buvi2191@gmail.com)



**CAREER OBJECTIVE**

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.



**WORKING EXPRERINCE**

* Senior Accounts Executive in ASA Diagnostics at Chennai (Jan-2023 to present)
* Senior accounts Executive in ATS Swarna Maligai at Mayiladuthurai (Aug-2019 to Dec-2022)
* Accounts Executive in CNB DIAMONDS Pvt Ltd. at Mayiladuthurai (2014 to 2018)
* Accounts assistant in Narayanan Jewelry at Mayiladuthurai (2013 to 2014)



**PROFESSIONAL EXPERIENCE**

* Experience of 9 Years in accounting field.
* Exceptional record maintenance skills.
* Good Knowledge in Akshaya jewelry software.
* Proficient in MS office suite.
* Maintaining good relationship with colleagues and a good working environment.
* Open to learn anything in accordance with the needs of the job and have the confidence to prove myself, when given a chance.



**ACADEMIC PROFILE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Name of the Institution** | **University** | **Year of Passing** | **Percentage** |
| **M.Com.** | Bharathidasan University | Bharathidasan (Correspondence) | 2017 | 70.50 |
| **PG Diploma in Finance &**  **Taxation** | Annamalai University | Annamalai (Correspondence) | 2018 | 53.00 |
| **B.Com.** | A.V.C. College Mayiladuthurai | Bharathidasan University | 2012 | 68.04 |
| **HSC** | St, Paul’s Higher  Secondary School, | State Board | 2009 | 85.00 |



**TECHNICAL SKILLS**

* Software Packages : MS Office, Tally ERP 9.0
* Operating system : Microsoft Windows



**AREA OF INTEREST**

* Cost accounting & Financial accounting



**MY STRENGTHS**

* Adaptable to New Technologies
* Self-Learning Capabilities



**PERSONAL DETAILS**

Father's Name : G. Murugaboopathy

Date of Birth : 21-12-1991

Gender : Female

Marital status : Single

Mother Tongue : Tamil

Nationality : Indian

Religion : Hindu

Languages Known : English, Tamil



**DECLARATION**

I hereby declare that the information furnished above is correct to the best of my knowledge and belief. I am only responsible in the event of any information being false or incorrect.

Place: chennai SIGNATURE

Date:10.10.2023

**(BUVANESWARI M)**