

Manjula P

No. 96/1A Mettustreet,

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Athipet, Ambatur,

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Career Objective :

I am a consistent, hard working, highly motivated person. I enjoy working with the public. I feel that i am a friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

Academic Details :

- B.Com [2002] with aggregate of 55% from University of Madras
- Higher Secondary [1999] with aggregate of 63% from Marya Nivas Matric. Hr. Sec. School
- Secondary [1994] with aggregate of 76% from St. Antony Girls Hr. Sec. School

Work Experience :**• Working as Accounts Assistant in Chennai Automotive from Mar 2018 to till date Role :**

- Tally, BRS, Statement Preparation
- GST, ESI, TDS, Billing in Software
- Inward & Outward checking, Stores activities, Stock Reconciliation
- Payments & receipts follow ups,
- Salary preparation, Book Keeping
- Petty cash

• Worked as Accounts Assistant in Sai Varshaa Structures Pvt. Ltd. from Dec 2016 to Feb 2018**Role :**

- Tally Entry, GST, PF, ESI Filing
- Payments & receipts follow ups, Petty cash handling
- Salary preparation, PF & ESI Calculation

• Worked as Admin cum Accounts in Sri Venkateswara Group of Schools from May 2008 to Nov 2016**Role :**

- Tally Entry, Admission Process, Salary preparation, Stock Maintenance
- Purchase & Dispatch, Billing, PF, ESI Filing, Petty cash

- **Worked as Data Entry Operator in Icon Infosys from Jun 2002 to Nov 2004** Role :Data Entry & Proofchecking

Field of Interests :

- Accounts

Skills :

- Typing
- Ms Office
- Tally

Strength & Hobbies :

- Smart & Hard work, Planning
- Music & Gardening

Personal Details

Name	:	P. Manjula
Date of Birth	:	19.05.1980
Nationality	:	Indian
Religion	:	Hindu
Mother Tongue	:	Malayalam
Marital Status	:	Married
Husband Name	:	D. Sathish Kumar
Languages Known	:	English, Malayalam, Tamil

Declaration :

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place : Chennai

Date :

Manjula P