

**Career Objective:**

Seeking the role in an organisation so as to provide me with maximum opportunities to expand my knowledge and improve skills and to enhance personal and professional goals while contributing to the growth of the organisation.

**Key strengths:**

- Good communication skills
- Good presentation skills
- Optimistic thinking and hardworking
- Desirous and ability to learn new concepts
- Strong in Accountancy

**Experience:****Tractors And Farm Equipments Limited**

Period: December – February 2021

- Bill passing under SAP Software
- Theoretical knowledge on procurement processing, inventory management, invoice processing and types of invoices.

**Larsen and Toubro Valves Limited (Institutional training)**

Period: May – June 2018

- Garnered hands on experience on secretarial functions of Valves business
- Made comparison of the annual reports of the company with the XBRL documents to be submitted to ROC
- Scrutinizing of statutory compliance of various industrial laws related to the manufacturing business

**Academic qualification:**

Examination	Year	Score	Educational institution
M.Com	2019 - 2021	8.0	MOP Vaishnav College For women
B.com	2016 - 2019	7.9	MOP Vaishnav College For Women
Grade XII	2016	95.75%	Jaigopal Garodia Mat. Hr. sec. School
Grade X	2014	82%	S.D.C.V.V

**Academic Achievements:**

- Completed B. Com degree in first class with distinction
- Award for excellence for securing centum in commerce and accountancy
- Subject topper in Accountancy and Commerce (200/200) – Grade XII
- Secured sixth position in Grade XII (overall score-1149/1200)

**Computer Proficiency:**

Knowledge in MS Office and Tally ERP 7.2

**Other Achievements and activities**

- Completed online courses on Research methodology
- Published an article on “Demonetization’s impact on educational sector” in department journal.
- Attended workshops on corporate skills and soft skills.
- Submitted research paper on ‘Framing effect on Individual investment decision making’ as a part of post graduate curriculum.

**Personal Details:**

Nationality	: Indian
Date of Birth	: May 30, 1999
Gender	: Female
Marital status	: Married
Husband’s name	: R Vijay Subramanian
Languages known	: English & Tamil
Passport No.	: S4023054
Address	: Plot no.1, BF/3, Subramanya apartments, Subramanya street, Vinayagapuram, Kathirvedu, Chennai – 600066.

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All information furnished above is true to the best of my Knowledge and belief.

Place: Chennai

Date: July 20, 2021