

**Resume Of Meenakshi Subramaniyan**  
**Master Of Commerce (M.Com with Distinction)**  
**Contact: +91 - 8248667841**  
**E-Mail: *meenakshisubramaniyan94@gmail.com***

## OBJECTIVE

- ❖ To seek a career in the field of accounting and finance, that provides opportunity to gain knowledge, realize my potential and to develop my professional skills to work with a team, for the growth of organization and welfare of my family and humanity.

## EDUCATION

- ❖ **2016:** M.Com (with distinction) from Meenakshi College for Women, Kodambakkam, Chennai, with 79% aggregate
- ❖ **2014:** B. Com (Banking Management) from Meenakshi College for Women, Kodambakkam, Chennai, with 76% aggregate
- ❖ **2011:** Higher Secondary Examination, TN State board, from DAV Adambakkam, with 92%
- ❖ **2009:** 10<sup>th</sup> Standard, CBSE, from DAV Adambakkam, with 76%

## ORGANISATION EXPERIENCE

- ❖ Worked in Ford India, Chennai, as a part of Accounts Payable Team from June 2016 to Nov 2016. Roles and responsibilities included the following
  - Assemble, review and verify invoices
  - Sort, code and match invoices
  - Enter and upload invoices into system
  - Launched OCR and selected for initial testing

## SOFTWARE PROFICIENCY

- ❖ Working knowledge of MS Office (Word, Excel, Power point)- Intermediate level

## SKILLS

- ❖ Self confidence
- ❖ Highly positive and smart worker
- ❖ Adaptive to any situation
- ❖ Can demonstrate perseverance to achieve goals
- ❖ Willingness to learn

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## PROJECTS AND INTERNSHIPS

### Projects During B.Com

- ❖ Accomplished Project on Home Loan
- ❖ Undergone Internship from SBI, Thousand Lights Branch

### Projects During M.Com

- ❖ Accomplished Project on Entrepreneurship
- ❖ Undergone Internship from IGP Engineers Private Limited, Thiruvannamiyur

## EXTRA CURRICULAR ACTIVITIES

- ❖ Carnatic Music
- ❖ Reading Literary works

## PERSONAL INFORMATION

Date Of Birth	08-July-1994
Nationality	Indian
Languages Known	Tamil, English
Passport Holder	Yes

## DECLARATION

I hereby declare that the above furnished details are true and accurate to my knowledge.