R,Revathi

E mail ID: revathi150895@gmail.com

Contact No: +91-9363456335 / +91 - 9840015056

### Career objective

To chart out a career in finance taking full advantage of my specialization in finance and Taxation and to work with my full efficiency and integrity in long term association with any reputed organization as an Accountant / Internal Auditor.

# Organisation worked in

Firm Name : J K RAMASWAMY AND ASSOCIATES

**Years of Experience** : 3 yrs

Designation Name : Articled Assisstant

Area : Income Tax

Years of Experience(in months) : 6

**Designation Name** : STAFF

### **Educational Background**

-Pursuing Acs (executive) company secretary course

-Pursuing CA (Intermediate) course

-M.Com graduate from Madras University in the year 2020 with 74 %

-B. Com graduate from stellamaris College in the year 2016 with 67 %.

-Intermediate passed from st marys hr.sec.school in year 2013 with 97.25%.

#### **Certification course**

- Prathmic to Prayeen uttarardh in Hindi .

-tally

## **Projects undertaken**

Submitted a project in vouching and verification in stella maris college.

### **Technical skills**

- -Can work efficiently in tally.
- -Good command over MS word, Power Point and Excel.

### **Interpersonal skills**

- -Good command over analysis.
- -Good calculation tactics.
- -Never give up attitude.
- -Always do smart work.
- -Patience.
- -Coordination with Peer Groups

#### **Hobbies**

Reading books

Listening to Hindi Songs

Writing Articles

### **Personal Details**

Date of birth: 15/08/1995

Languages known: English, Telugu, Tamil, Hindi. Malayalam, French(Beginner).

Address: Door N0.2/308, Plot No.32A, Mahalakshmi Nagar,2<sup>nd</sup> Streeet,Madananda puram,

Mugalivakkam, Porur, Chennai-600125.