

KARTHIKA M

 Email: mkarthika37@gmail.com
 Phone: +91 95975 92215

Career Objective

Detail-oriented and dedicated B.Com (Professional Accounting) graduate with practical experience in **invoice generation, GST compliance, bill filing, data management, attendance tracking**, and accounting operations. Seeking an **Accountant / Accounts Posting** role where I can utilize my skills in a professional environment and grow within the finance and accounting domain.

Professional Experience

Accounts Assistant

Sri Tripathy Cone Winding Mills, Tirupur

Feb 2020 – May 2021

Key Responsibilities:

- Maintained and updated **employee attendance records** using registers and Excel.
- Prepared **GST-compliant sales invoices** and generated **e-way bills** via the GST portal.
- Posted purchase/sales entries in **Tally ERP 9** and maintained petty cash records.
- Assisted with **bank reconciliations** and managed basic ledger entries.
- Coordinated with logistics and stores for dispatch and billing.
- Maintained organized records for internal and external audits.

Data Entry & Filing Clerk

Royal Classic Polo Knitting Mills Pvt. Ltd., Tirupur

June 2019 – March 2020

Key Responsibilities:

- Handled **bill filing** and managed **purchase/expense invoices**.
- Organized both physical and digital files related to inventory and accounts.
- Entered data into Excel and ensured timely record maintenance.
- Supported day-to-day data handling and departmental filing work.

Audit Intern

M.K. Murthee and Associates, Tirupur

Duration: 45 Days

- Verified vouchers, prepared schedules, and supported ledger checks.
- Learned Tally posting, audit procedures, and GST documentation basics.

Academic Project

Title: *A Study on Stress Levels Among Working Women*

Institution: RVS College of Arts and Science

Period: March 2019

- Conducted field surveys, analyzed results, and suggested improvements for workplace wellbeing.
-

Educational Qualification

Degree	Institution	Board / University	Year	Marks (%)
B.Com (Professional Accounting)	RVS College of Arts & Science, Coimbatore	Bharathiar University	2019	78%
HSC	GHSS, Kethanur	State Board	2016	88%
SSLC	GHSS, Kethanur	State Board	2014	87%

Technical Skills

- Tally ERP 9** – Journal, Sales/Purchase Entry, Ledger Posting
 - Excel** – VLOOKUP, Pivot Tables, Data Entry, Attendance Sheets
 - GST/E-Way Bill** – Invoice and transport compliance
 - Bank Reconciliation & Filing** – Manual and digital file handling
-

Certifications & Workshops

- Certificate in **Financial Reporting and Analysis** – RVS IMSR (March 2019)
 - Workshop on **E-Filing** – RVS College of Arts and Science (July 2018)
 - Workshop on **GST** – RVS College of Arts and Science (January 2019)
-

Languages Known

Language Read Write Speak

Tamil ✓ ✓ ✓

English ✓ ✓ ✓

Kannada - - ✓

Strengths

- Fast learner and punctual
 - Detail-oriented and accurate
 - Works well independently or in teams
 - Familiar with accounting workflows and documentation
-

Personal Details

- **Date of Birth:** 5th December 1998
 - **Gender:** Female
 - **Marital Status:** Married
 - **Address:**
17/9, Malli Chettiar Street,
Periya Negamam,
Pollachi (TK), Coimbatore – 642120
-

Declaration

I hereby declare that all the information mentioned above is true and correct to the best of my knowledge and belief.

Place: Pollachi

Date: _____

Signature: (Karthika M)