


## KARTHIKA M

 **Email:** mkarthika37@gmail.com

 **Phone:** +91 95975 92215

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### 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.

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### 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.

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### 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.

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### 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%

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### 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

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### 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)
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### Languages Known

Language	Read	Write	Speak
Tamil	✓	✓	✓
English	✓	✓	✓
Kannada	-	-	✓

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### Strengths

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

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### 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

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### 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)